NAPLES COMPUTERS
239-513-1960

Onboarding & Offboarding Tech

A checklist for when someone joins, and when someone leaves.

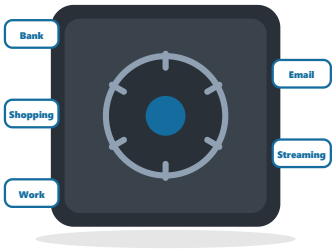
We Make I.T. Happen!™

1 Ready Before Day One

Accounts, a computer, and the right access, **set up before they walk in**.

2 Exactly the Access They Need

Not more, not less, and **nothing left over** from an old role.



3 Create Accounts First

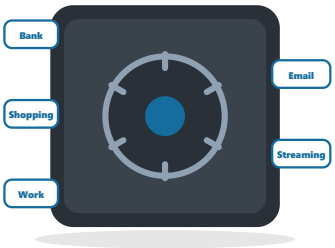
Email and Microsoft 365, **ready before** their first login.

4 Standard Apps & Security

Loaded on the computer **before** day one, not after.

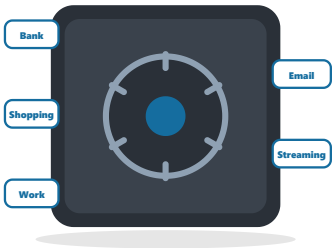
5 Cut Off the Same Day

Disable accounts **the day they leave**, not days later.



6 Revoke Shared Access

Change any shared passwords **they knew**.

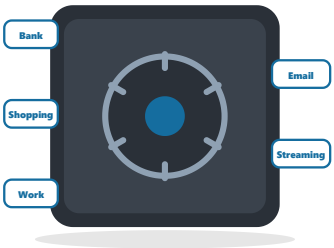


7 Collect Equipment

Laptops, phones, and badges, **on the way out**.

8 Forward or Archive Email

Before the account is **removed for good**.



Good to Know

- Use a checklist every single time, so nothing depends on someone remembering.
- For an involuntary departure, cut off access before, or right at, the conversation.
- Hiring or losing a team member soon? Call **239-513-1960** for help.

Need Help?

Contact Naples Computers

239-513-1960

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