

Administrator Access Review

Run this quarterly. It takes about twenty minutes and it is the single most revealing review a small business can do.

Reviewed on: _____ **Reviewed by:** _____

What to list

Every account with administrative rights in each system. Not just the obvious ones.

Check at minimum: Microsoft 365 or Google Workspace, your accounting software, your banking, your website and hosting, your domain registrar, your CRM, your payroll, your booking or practice management system, and your password manager.

Where to look for the two big ones:

- **Microsoft 365:** admin.microsoft.com, then Users, then Active users, then filter by admin role
- **Google Workspace:** admin.google.com, then Directory, then Users, then filter by admin role

Both screens also show a last sign-in date. That column is how you find the accounts nobody can account for.

What you are looking for

- Former staff who still have access
- A vendor or contractor from a past project
- Accounts belonging to people who left your IT provider
- Accounts nobody can identify
- People with administrative rights who only need ordinary access
- Administrator accounts without multi-factor authentication

The three questions for each one

1. Does this person still work here, in this role?
2. Do they need administrative rights, or would ordinary access do?
3. Is multi-factor authentication enforced on this account?

After the review

- ☐ Remove everything that failed question one
- ☐ Downgrade everything that failed question two

- ☐ Before enforcing MFA across every admin, create one emergency access account excluded from conditional access, with a long unique password stored offline. Without it, a policy mistake locks you out of your own tenant
- ☐ Fix everything that failed question three, starting today
- ☐ Record the date and file this sheet
- ☐ Schedule the next review for three months from now

A companion spreadsheet for recording the accounts themselves is on the templates page.

Version 1.0, August 2026. Figures in Canadian dollars unless stated. Checked at time of writing; verify anything time-sensitive before relying on it.

Free to use and share. From Brevity.Tech, managed IT and automation for small businesses across Metro Vancouver. brevitytech.ca