## Access controls worksheet

|  | **Note(s)** | **Issue(s)** | **Recommendation(s)** |
| --- | --- | --- | --- |
| **Authorization /authentication** | **Objective:**   * *The event took place on 10/03/23.* * *The user is Legal/Administrator.* * *The IP address of the computer used to login is 152.207.255.255.* | **Objective:**   * *Robert Taylor Jr is an admin.* * *His contract ended in 2019, but his account accessed payroll systems in 2023.* | **Objective:**   * *User accounts should expire after 30 days.* * *Contractors should have limited access to business resources.* * *Enable MFA.* |