Access Control Worksheet

# Notes

1. The login activity occurred from IP address 192.168.1.25, which does not match any current employee's known IP addresses.  
2. The event log shows access was made outside of normal business hours, suggesting possible unauthorized access.

# Issues

1. Former employee accounts were not deactivated; the user account belonged to someone who no longer works at the company.  
2. Employees are using a shared cloud drive without individual permissions or role-based access controls, making it difficult to trace actions or prevent unauthorized access.

# Recommendations

1. Implement a formal offboarding procedure that includes immediate deactivation of former employee accounts and revocation of all access privileges.  
2. Migrate to a cloud service that supports individual user accounts with role-based access control (RBAC) and activity monitoring to ensure traceability and limit access based on job function.