↳ [TO-4279] Q3 2025 Security Access Audit Created: 10/Jul/25 Updated: 22/Jul/25 Due: 17/Jul/25 Resolved: 22/Jul/25

Status:	TICKET RESOLVED
Project:	Technology Operations Board
Components:	None
Fix versions:	None
Parent:	Security Projects

Type:	Submit a request or incident	**Priority:**	High
Reporter:	Matthew Ammlung	**Assignee:**	Solounge Bowen
Resolution:	Resolved	**Votes:**	0
Labels:	None		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		
Original estimate:	Not Specified		

Attachments:	☒ IT x Google List.xlsx ▤ SQLQueryExport- Orchard_Trellis Active List.csv
[Tech Ops] Vendor/ Issue Type:	Security & Compliance - Audit
[TO] Key Performance Indicator:	Completion and accuracy of records, Data Capture Rate, Data Quality & Safety Improvement
KPI Measure:	Ensuring immediate user offboarding reduces compliance risks and security vulnerabilities, preventing issues that might be uncovered during end-of-year audits.
Item URL:	https://docs.google.com/spreadsheets/d/1qz-169T0E4sn1DitWJzRsqry5C46irErgHBqn7vWhnw/edit?gid=1256046098#gid=1256046098
Request participants:	
Secondary:	Lori Reorowicz

Description

Security advisors from Eden Data have informed the Tech team that an audit will commence on Monday. The Tech Ops team should prepare to pull this information in a manner similar to what was completed in 2023.

Next Steps

- **Current Streamlined Process:**
  - Pull updated HR report.
  - Pull current user list from relevant systems.
  - Apply rules that are pre-set in offboarding template.
  - Workflow highlights missed users or discrepancies.
- **Estimated Timeframe Now:**
  - Entire process can be complete **within a week**.

For reference, please consult the following documents used during the 2023 user audit preparation:

1. Offboarding: Verkada
2. Offboarding: Change Healthcare - Self Service Tool

These links provide essential information and steps for user audits and offboarding processes.

Comments

Comment by Solounge Bowen [10/Jul/25]

I've contacted Hr and pending a report from ADP

Comment by Solounge Bowen [10/Jul/25]

- Retrieved report from HR and will begin to put this within the Audit sheet
  - IT x Google List.xlsx

Comment by Solounge Bowen [11/Jul/25]

Update

- Pulled all active users from the KEMR

- Successfully pulled the SQL query report from Orchard for the list of active users

[SQLQueryExport- Orchard_Trellis Active List.csv](#)

Comment by Solounge Bowen [11/Jul/25]

Update

- Successfully pulled **Azalea**, **Tricefy**, and began **Stripe**
- Stripe has 11 different accounts and so far 6 have been exported into the Audit list. The remaining will need to be exported
    - NY: Kindbody
    - VFI Chicago
    - VFI Michigan
    - VFI Milwaukee
    - VFI Pac NW
    - VFI St Louis
- I attempted to sign into KnowBe4 however came across issues with entering in my account. Instead of fully bringing me into the account, it keeps looking back to the sign in screen
    - I've asking HD for any insight and it was mentioned that KnowBe4 is no longer used. This may not need to be audited.
- Will review with ITOps to work on remaining apps

Comment by Matthew Ammlung [16/Jul/25]

Hey Solounge Bowen, is this almost ready to go? We are scheduled to review "Systems Access" starting at 10:30am tomorrow 07/17/25, and this evidence item will be a focus of that meeting.

Comment by Solounge Bowen [16/Jul/25]

Hey Matthew Ammlung yes Im about 90% done, I am currently working with my team on having users removed from each account and also pending access into Lessonly to fully remove users

https://docs.google.com/spreadsheets/d/1qz-169T0E4sn1DitWJzRsqry5C46irErgHBqn7vWhnw/edit?gid=2123531513#gid=2123531513

Comment by Matthew Ammlung [16/Jul/25]

Thanks Solounge Bowen, thats great! Please let me know if you need us to contact anyone, to express the urgency of granting you access to Lessonly.

Comment by Solounge Bowen [16/Jul/25]

Hey Matthew Ammlung,

Updates:

We are currently 98% complete with all tasks.

Remaining Tasks:

- [Lori Reorowicz](#) is actively working on removing all users from **Google Admin**. She is addressing the remaining list and aims to finish this before the audit tomorrow.

    - Once Lori completes this task, she will notify Ryan, who will then export the users, filter to display the archived ones, take a screenshot, and upload it to Figure 4.
- [Ryan Perry](#) will also conduct a mass screenshot of all archived/revoked users from KindEMR and upload that into the Figure 4 tab in the spreadsheet.
- Regarding Azalea, I noticed that Jeevan still has access; however, I am uncertain if it is safe to remove him. I have sent a message in the engineering channel to confirm this → https://kindbody.slack.com/archives/G01J42W16DP/p1752698669381669.

Aside from these steps, everything is set for tomorrow!

Comment by [Ryan Perry](#) [16/Jul/25]

The tasks mentioned by Solounge for Lori and I are complete. This is the 1% left…

- Regarding Azalea, Jeevan still has access; however, I am uncertain if it is safe to remove him. I have sent a message in the engineering channel to confirm this → https://kindbody.slack.com/archives/G01J42W16DP/p1752698669381669.

Comment by [Solounge Bowen](#) [21/Jul/25]

Confirmed with Marija that Jeevan can be removed. I proceeded to have him removed early last week. Closing ticket as this is now complete. Thank you!