IT Onboarding & Offboarding Runbook

Internal document • Version 1.0 • 2026-02-04

1. Onboarding

• Create accounts and assign baseline groups.
• Provision laptop and required applications.
• Confirm MFA setup and security training completion.

2. Offboarding

• Disable accounts and revoke tokens.
• Collect devices and wipe if necessary.
• Archive mailbox and transfer ownership.

3. SLA

Standard onboarding is completed within 2 business days for new hires with submitted requests.

4. Notes

This document is confidential and intended for internal use only. If you have questions, contact the Policy Owner listed in the Responsibilities section.