# Work instruction: Permissions check

This document describes the work instruction of the weekly check “Permissions Check”. The goal of this work instruction is to check if all Active Directory administration groups have the correct permissions in the environment.

# Involved servers

|  |  |  |
| --- | --- | --- |
| Acceptance | Production | Disaster Recovery |
|  |  |  |

# Steps

|  |  |
| --- | --- |
| Step | Screenshot |
| Step 1:  Open a RDP session to the Admin server |  |
| Step 2:  Open the Central Administration site |  |
| Step 3:  Under “Security”, click “Manage the farm administrators group” |  |
| Step 4:  Check if the following accounts are listed as Farm Administrator.  If this isn’t the case: Create an incident to have this investigated. | SPADMIN  Farm account  Setup account |
| Step 5:  Under “Application Management”, click “Manage web applications” |  |
| Step 6:  Select every web application and click “User Policy” in the ribbon. |  |
| Step 7:  Check if the following accounts are listed with their corresponding permissions..  If this isn’t the case: Create an incident to have this investigated. | **Full Control**  Cache Super User  LOCAL SERVICE  SP Service Apps (Classic/Claims)  Farm account (Classic/Claims)  SPADMIN (Classic/Claims)  SCHEDULEDTASKS (Classic/Claims)  **Full Read**  Cache Super Reader  Crawl account (Classic/Claims) |
| Step 8:  Open de “SharePoint Management Shell” and execute the cmdlet Get-SPShellAdmins. |  |
| Stap 9:  Check if the following accounts are listed.  If this isn’t the case: Create an incident to have this investigated. | SPADMIN |
| **Important: Perform the next steps on all servers.** | |
| Step 10:  Open een RDP sessie naar de server |  |
| Step 11:  Open “Computer Management” and browse to “Local Users and Groups > Groups” |  |
| Step 12:  Open the “Administrators” group and check if the following accounts are listed.  If this isn’t the case: Create an incident to have this investigated. | Administrator  <servername>\_Admin  Domains Admins  ADADMIN  Server\_LocalAdmin  Setup account |
| Step 13:  Record your findings in the “Registration list Periodic Checks” |  |

# Automatic check

This check is part of the Periodic Checks script, which means the above checks do not have to be performed manually. Analysis will take place by reviewing the generated e-mail and taking actions if issues are reported.

# resolution

When deviations of the permissions baseline are found, determine how this has happened. Initiate a change to correct it as soon as possible, either by changing the permissions or by updating the permissions baseline.