

# **Step 10: Configure Role Time Limits and Access Reviews**

## **Objective**

Enforce time-bound access and regular access reviews for privileged roles to improve security, ensure least-privilege, and maintain compliance.

### **1. Set Time Limits for Role Activation**

When assigning a role as Eligible in PIM, you can enforce:

- **Activation Duration:** Limits how long a user can stay in the role per activation (e.g., 1 hour)
- **Maximum Assignment Duration:** Limits how long a user is eligible for the role overall (e.g., 30 days)

### **Steps to Configure:**

1. Go to Microsoft Entra Admin Center → PIM → Azure AD roles
2. Click Settings → Roles → [Select Role]
3. Under Activation maximum duration, choose time (e.g., 1 hour)
4. Under Assignment duration, choose:
  - Permanently eligible, or
  - Eligible for a set time period (e.g., 30 days)
5. Save the changes

Activation	
Setting	State
Activation maximum duration (hours)	1 hour(s)
On activation, require	Azure MFA
Require justification on activation	Yes
Require ticket information on activation	No
Require approval to activate	Yes
Approvers	1 Member(s), 0 Group(s)

  

Assignment	
Setting	State
Allow permanent eligible assignment	Yes
Expire eligible assignments after	-
Allow permanent active assignment	Yes
Expire active assignments after	-
Require Azure Multi-Factor Authentication on active assignment	No
Require justification on active assignment	Yes

- Timing set to be one hour

## 2. Configure Access Reviews

Access reviews help validate whether users still require access to specific roles.

### Steps to Create an Access Review:

1. Go to **Entra Admin Center** → **Identity Governance** → **Access Reviews**
2. Click + **New access review**
3. Configure the following:
  - **Review type:** Microsoft Entra roles
  - **Scope:** Select specific roles (e.g., Global Administrator)
  - **Reviewers:** Assign manually (e.g., GunishBakshi) or let users self-review

- **Frequency:** One-time or recurring (e.g., monthly)
- **Actions after review:** Remove access if not reviewed/approved

#### 4. Launch the review

Home > Identity Governance | Access reviews >

### New access review

Beginning in June 2025, we will begin billing for active usage of Entra ID Governance features for guest users. In June you will have the option to continue using governance features for guests by connecting an Azure subscription. [Learn more](#)

**Review type** \* Reviews Settings \* Review + Create

Schedule an access review to ensure the right people have the right access to access packages, groups, apps, and privileged roles. [Learn more](#)

Select what to review \* Teams + Groups

Review scope \* ☒ All Microsoft 365 groups with guest users ☐ Select Teams + groups

Group + Select group(s) to exclude

Scope \* ☒ Guest users only ☐ All users

**Next: Reviews**

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### New access review

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**Review type** \* **Reviews** Settings \* Review + Create

Determine review stages, reviewers, and timeline below.

Multi-stage review ☐

**Specify reviewers**

Select reviewers \* Selected user(s) or group(s) [+ Select reviewers](#)

Users or Groups \* [+ Select reviewers](#)

**Specify recurrence of review**

Duration (in days) \* 3

Review recurrence \*

Start date \* 07/18/2025

**Select reviewers**

Try changing or adding filters if you don't see what you're looking for.

Search

5 results found

All Users Groups

	Name	Type	Details
<input type="checkbox"/>	Admin	User	Admin@Bakshi2004.onmicrosoft.com
<input type="checkbox"/>	Privileged-BAKSHI-Group	Group	
<input type="checkbox"/>	BreakGlass	User	BreakGlass@Bakshi2004.onmicrosoft.com
<input type="checkbox"/>	Gunish Bakshi	User	GunishBakshi@Bakshi2004.onmicrosoft.com
<input checked="" type="checkbox"/>	Reviewer	User	Reviewer@Bakshi2004.onmicrosoft.com

**Selected reviewers (1)**

[Reset](#)

**Reviewer**  
Reviewer@Bakshi2004.onmicrosoft.com

**< Previous** **Next: Settings** **Select**

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New access review

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If reviewers don't respond

No change

At end of review, send notification to

+ Select User(s) or Group(s)

Enable reviewer decision helpers

No sign-in within 30 days

User-to-Group Affiliation

Advanced settings

Justification required

Email notifications

Reminders

Additional content for reviewer email

< Previous

Next: Review + Create

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Troubleshooting + Support

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Type

Filter by access review type

Search by name or owner

Name	Resource	Status	Warning	Created On
Review guest access across Microsoft 365 groups	All Office Groups	Not started		7/18/2025

Add or remove favorites by pressing Ctrl+Shift+F

### 3. Monitor and Act on Access Reviews

- Reviewers will receive email notifications
- Track completion status in **Access Reviews dashboard**
- Take actions: approve, deny, or remove access

#### Admin activated the Owner role for the Azure subscription 1 subscription

View the activation history for this user in the Privileged Identity Management (PIM) portal.

[View history >](#)

Settings	Value
User or Group	Admin
Role	Owner
Resource	Azure subscription 1
Resource type	subscription
Activated by	Admin
Start	July 9, 2025 17:20 UTC
End	July 9, 2025 18:20 UTC
Justification	work

Thanks

1 min. Admin activated the Owner role assignment



**Microsoft Security**

Review the details of this activation. Bakshi (ID: 82c2dcbc-19bc-4e00-a3a0-313b5c0b1aa6) Admin activated the Owner role for the Azure subscription 1 subscriptio



**Microsoft Security** <MSSecurity-noreply@microsoft.com>

to me ▾

## **Summary of This Step**

- Configured role activation duration and assignment time limits
- Created recurring access reviews for sensitive roles
- Ensured least privilege and compliance through governance