

## Access controls worksheet

	Note(s)	Issue(s)	Recommendation(s)
<b>Authorization /authentication</b>	<ul style="list-style-type: none"><li>• Legal/Administrator accessed the payroll system.</li><li>• It occurred at 8:29:57 on 10/03/2023</li><li>• A computer with the IP address 152.207.255.255 was used.</li></ul>	<ul style="list-style-type: none"><li>• The user, Robert Taylor Jr, had administrative access</li><li>• Their account should not be active as his contract ended in 2019 but he's accessing the payroll system in 2023</li></ul>	<ul style="list-style-type: none"><li>• Have an access control that limits privileges for users based on their roles. Also have guest accounts for short term contractors.</li><li>• Delete inactive accounts for users that are no longer supposed to have access to the system, or have a limit of days temporary users can have access to the system.</li><li>• Use Multi-Factor Authentication</li><li>• Regularly change passwords.</li></ul>