

Checklist: Staff On/Deboarding

Process description

Please notify the *Director of Tech* if these steps are being or have been performed by other staff or board members, so we know what has changed or not changed.

Changes in mentors and buddies don't need to be notified unless they need more access than Discord, which is automatically granted through the Control Center.

Checklist

- External
 - Discord
 - Google Workspace
 - Email
 - Account
 - Group memberships (**important!**)
 - Shared Drive Access
 - E-mail forwarding
 - Remind new staff to set up 2FA within a week. Google doesn't notify them, and they'll end up locked out if they don't.
 - GitHub Team memberships (e.g. sector file teams)

Once sorted, visit the [Central Authorization Server](#) to semi-automatically convert their group memberships into roles and permissions in the following systems, if and only if they're meant to receive authorizations in them:

- [Forums](#)
- [Moodle](#)
- Wiki (right here!)
- [The Event Hub](#)
- [Booking](#)

These systems are not fully onboarded and require manual processing:

- Control Center
- Pilot Training Center
- Umami (Analytics)

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