

Checklist: Staff On/Deboarding

Process description

Please notify the Tech Manager if these steps are done by other staff or board members, so we know what has changed or not changed.

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

Checklist

- Internal
 - Forums
 - Control Center
 - Pilot Training Center
 - Moodle
 - Wiki editor rights
 - Event system
 - Booking (if admin)
 - Umami (Analytics)
- External
 - Discord
 - Google-suite
 - Email
 - Account
 - Group/alias access
 - Shared Drive Access
 - E-mail forwards

- Remind new staff to setup 2FA within 1w. Google doesn't notify and you'll end up locked out if not.
 - Github permissions (e.g. FIR specific repos)
-

Revision #2

Created 29 June 2025 16:03:05 by Daniel Lange (1352906)

Updated 19 July 2025 07:03:50 by Daniel Lange (1352906)