# Quarterly IAM Audit Checklist

Use this checklist every quarter to ensure your identity and access management practices stay secure and up-to-date.

## User Account Review

☐ Export current list of users and roles

☐ Identify inactive accounts (90+ days)

☐ Confirm all users still need access

☐ Deactivate or remove unused accounts

## Admin Access and MFA Status

☐ List all accounts with admin privileges

☐ Confirm MFA is enabled for all admin accounts

☐ Review use of break-glass/emergency accounts

## Shared and Generic Accounts

☐ Identify any shared or generic logins in use

☐ Verify business justification for each

☐ Ensure audit trail or password rotation is in place

## App & Integration Review

☐ List connected SaaS apps and API tokens

☐ Remove unused or stale integrations

☐ Revalidate third-party access permissions

## Group Membership and Permissions

☐ Audit group memberships in M365, Entra, or Google

☐ Verify role-based access aligns with current duties

☐ Remove excess privileges or stale group assignments

## Documentation and Reporting

☐ Record all changes made during audit

☐ Schedule next quarterly review

☐ Notify team leads or IT admin of significant updates