

Official resource

Crew Cloud Account Onboarding and Offboarding Checklist

SLUG	crew-cloud-account-onboarding-offboarding-checklist
SUMMARY	Printable checklist for yacht Microsoft 365 and Google Workspace crew account onboarding, MFA, shared mailboxes, groups, data handover, device wipe, and offboarding evidence.
RESOURCE TYPE	Checklist
RESOURCE AREA	Connectivity, IT & cyber
INTENDED AUDIENCE	ETOs, AV/IT crew, pursers, captains, yacht managers
ESTIMATED USE MINUTES	20
DOCUMENT LABEL	Download PDF
PDF	crew-cloud-account-onboarding-offboarding-checklist-v1-0.pdf
VERSION	1.0
PUBLICATION STATUS	Published resource archive
IMPORTANT NOTE	This resource is practical operational guidance. It does not replace the vessel SMS, flag or class requirements, employment procedures, data-protection advice, Microsoft/Google admin documentation, or the authority of the Captain and responsible managers.

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Account creation

- Account requester and approver recorded.
- Crew name, role, department and start date recorded.
- Temporary or permanent status recorded.
- Licence requirement confirmed.
- Personal account created rather than shared human login.
- Recovery contact or admin support route recorded.

Access assignment

- Shared mailbox access assigned only where needed.
- Send-as or send-on-behalf permissions recorded.
- Microsoft Teams, SharePoint, OneDrive, Google Groups or Shared Drive access assigned by role.
- Vendor, refit or temporary collaboration spaces reviewed.
- Owner office, finance, procurement or technical-record access approved separately where needed.
- Access profile stored for future review.

MFA and device setup

- MFA enabled and tested.
- Backup authentication method recorded.
- Old phone number or authenticator method removed where reused.
- Yacht-owned device enrolled or configured.
- Personal device work profile or mobile access policy confirmed where used.
- Password manager and credential vault access assigned if approved.

Departure preparation

- Departure date and access cutoff time confirmed.
- Required data handover identified.
- File, folder, calendar and mailbox ownership reviewed.
- Admin roles removed before departure where appropriate.
- Shared mailbox and group memberships listed.
- Yacht-owned devices collected.

Offboarding action

- Sessions revoked.
- Sign-in disabled or account suspended.
- Shared mailbox and group access removed.
- MFA methods linked to departing devices removed.
- Mail forwarding and inbox rules reviewed.
- Yacht-owned device wiped or reset.
- Personal device work profile removed where applicable.

Closeout evidence

- Data transfer or archive location recorded.
- Device wipe or reset evidence recorded.
- Account status recorded.
- Groups and shared mailbox removals recorded.
- Any exception or delayed removal approved.
- Captain, purser or management summary completed.