User access review (sample)

Review period claimed: Q1 2026 **Date reviewers signed:** 11 Jun 2026 **Scope statement:** “Okta groups for employees in Finance, Clinical, and Engineering.” **Not in scope (printed on the cover):** contractors, non-human accounts, applications without Okta SSO.

Population: 40 Okta users (subset). Harborline headcount is larger.

Reviewer instructions: “Mark Keep or Remove. If unsure, Keep.”

Results excerpt:

- 28 Keep
- 4 Remove (follow-up tickets: 2 closed, 2 still open as of August)
- 8 blank (no reviewer response)

Movers: The file has no column for “role changed this quarter.”

Leavers during Q1: Not listed. The reviewer used a live Okta list from June, not a period population.

Sign-off: Engineering manager signed. Finance reviewer line is blank. Clinical reviewer copied Engineering’s sign-off text.