



Local Workstation Security Accounts Review Checklist

Auditor

Performed by:	Date:
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Local Workstation Account Review

On every Microsoft Windows PC within the Practice review the local users and local Administrators group to ensure there are no Rogue accounts.

- Review the list of Users and delete/disable any not needed
- Reset or Verify that Administrator password
- Ensure the Guest account is disabled
- Review the Administrators Group membership

Computer Name	Serial Number	Users Reviewed	Administrator Reset/Verified	Guest Disabled	Administrators Group Reviewed
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary of Changes

Document any risks found and related changes made.

(i.e. Unknown account 'Bob' found with Administrator rights on Chair1PC, deleted account.)

Signature of Auditor: _____