

# Review account access

Confirm that every account has a current owner and appropriate role.

## THE FINISHED RESULT

Every privileged user has a documented reason for access and the owner retains a working recovery path.

## Before you start

Environment: Your existing website platform and integration tools

Access and plan: Authorized access to a test copy, site records and relevant accounts. Live restore, access changes and publication need owner approval.

Practice project: A staging copy of Harbor

Use a separate demo project and fictional information. Record the exact project and version you use. Keep passwords, verification codes and private customer information out of screenshots and notes.

## Official walkthroughs

[MDN: Learn web development](#)

Open the credited publisher walkthrough for current interface instructions and available screenshots, then return to the SETLY exercise. External courses remain with their publishers; this PDF does not reproduce their complete tutorial.

# Your practice task

Finish one action at a time. Inspect the resulting screen or record before moving on. If a control differs, check the matching official instructions instead of guessing.

## 01 / Step 1

Inventory website, domain, hosting, analytics and automation accounts with their responsible business owner. Do not put passwords in the inventory.

Check: record what changed and confirm you are still working in the intended demo project.

## 02 / Step 2

Compare current users and roles with the people who still need access. Identify former contractors, shared logins and unexplained admin roles.

Check: record what changed and confirm you are still working in the intended demo project.

## 03 / Step 3

Prepare specific access changes for the authorized owner to review. Preserve a recovery route before removing an administrator.

Check: record what changed and confirm you are still working in the intended demo project.

## 04 / Step 4

Apply only approved changes and verify that remaining owners can still perform necessary work.

Check: record what changed and confirm you are still working in the intended demo project.

# Test, troubleshoot, repeat.

## If something goes wrong

If an account has only one accessible administrator, establish an approved recovery path before making changes that could lock out the business.

## If your screen is different

Compare the product, editor, user permissions and selected account with the guide. Open the official reference for your version. Do not perform a live change whose effect you cannot verify.

## Final verification

Every privileged user has a documented reason for access and the owner retains a working recovery path.

Repeat the task with one small variation. Record the test date, project/version, expected result, observed result and a non-sensitive evidence reference. Mark skipped checks as untested.

## Your evidence record

Test date: \_\_\_\_\_ Project/version: \_\_\_\_\_

Observed result: \_\_\_\_\_

Evidence reference: \_\_\_\_\_

Remaining issue and next action: \_\_\_\_\_

## Sources and guide status

Original exercise by Ray / SETLY. Credited technical references are linked on page one. Prepared 1 October 2026. SETLY screen recording and independent learner reproduction are not yet complete. No platform affiliation is implied.

[Open the online practice guide and editable checklist](#)