

Account security

Custodia Registry · C01

Your task and authority

Berland Hope

- Confirm your assigned duties
- Use the fictional training case
- Verify the result and its history

Learning outcome

Learner reaches permitted work, finds help and distinguishes own activity from central audit.

Approved sign-in

Bertrand Hope

- Sign in at the approved origin and complete the required 2FA challenge.

What to check

Use the address provided by your organization and your own account. Complete the requested second factor privately. A recovery code is an account secret; it must never appear in a recording or shared slide.

Your workspace

Bertrand Hope

- Open Dashboard and identify assigned queues, then open Help > User guide.

What to check

The dashboard and User guide reflect the work available to your account. A colleague may see additional controls because their duties and grants differ. Find your assigned queue before opening a record.

Notifications and activity

Berland Hope

- Review Notifications and My activity; explain live items versus history.

What to check

Notifications highlight current work; cleared items move to history. My activity describes your own actions. It is not the same as the central audit view used by an authorized reviewer.

Profile and sessions

Berland Hope

- Review your profile, password and sessions; revoke only the designated training session.

What to check

Check Profile and security for password, two-factor and notification settings. Review the sessions list before revoking the designated practice session. Do not remove an unfamiliar session blindly; use the local support process.

Sign-out and recovery

Bertrand Hope

- Sign out and use the approved recovery channel if needed.

What to check

Sign out when the session is finished, especially on a shared device. If sign-in fails, use the approved recovery route. Public registration and email recovery depend on the organization's deployment settings.

Exceptions and recovery

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- Identify the blocked condition
- Preserve the relevant evidence
- Use the authorized next step

Important boundary

Missing controls can reflect permissions. Never record recovery codes or MFA setup secrets. Public registration and email delivery depend on deployment policy.

Guided practice

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- Work within the assigned role
- Show the resulting state
- Explain one exception

Your exercise

Find your assigned queue, open the User guide and locate your own activity. Explain where you would review sessions, then sign out.

Practice debrief

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- Correct identity and authority
- Traceable result and history
- A justified next step

Expected answer

The learner identifies the correct account and queue, distinguishes personal activity from central audit, locates account security and signs out without exposing secrets.