

ChatGPT Work connected-app permission exercise

Enterprise AI administrators and SaaS security

[Read the complete guide on aona.ai](#)

For a ChatGPT Work connection that supports Action control, allow only the actions the task needs and choose an appropriate App permissions prompt policy. Verify the connected identity and source-system scope separately. A read-only action setting, a request for approval and a personal or shared account each govern a different part of the connection.

Use native action and prompt controls with a restricted test identity, then record a synthetic read/write distinction.

Worked intended configuration and synthetic task. No app is connected or administrator setting changed.

Your review

Reviewer: _____ Date: _____

Organisation or team: _____

☐ **Confirm the native controls exist for this connection**

The example applies only where Action control and the relevant prompt option are supported.

☐ **Record the actual connected identity and source scope**

Shared or agent-owned accounts can differ from the requesting employee's access.

☐ **Separate action exclusion from approval prompting**

An approval prompt is not proof that a write capability has been removed.

Checked items record your review, not a compliance approval or an installed-product test result.

Notes and next actions

Decision and scope: _____

Evidence to collect: _____

Owner and next review date: _____

Review matrix

Control or test	Intended example	Observed
Action control	Read-only actions	Unverified
App permissions	Any changes where offered	Unverified

Control or test	Intended example	Observed
Account	Personal test identity, restricted resource	Unverified
Read synthetic note	Allowed if configuration supports it	Untested
Write capability inspection	No write capability exposed by the reviewed read-only scope	Untested

Three controls with different jobs

- **Action control:** Which app actions may be used

Example: read-only

- **App permissions:** When ChatGPT asks before using them

Example: Any changes where available

- **Connection identity:** Which source-system data and actions the account can access

Review personal/shared accounts separately

ChatGPT Work native app review

This is an inert configuration record and test plan, not an importable policy or API request. It connects no app and changes no settings.

For an authorised isolated test, choose a connection that actually supports Action control. In its native workspace app settings, review read-only actions and the offered App permissions choices. The worked example uses read-only plus Any changes where offered, with a personal account restricted to the synthetic note. Preserve all existing organisational restrictions.

Confirm the permitted read first. Inspect the available tools and effective action settings without invoking a modification. This establishes a capability/settings observation, not a denied-operation result. Any separately authorised negative-operation test must target only the disposable synthetic resource and retain its actual outcome. Do not approve a real write merely to complete the review. Repeat the identity review separately before considering a shared account.

Intended native settings

Notice: WORKED INTENT ONLY; NOT AN IMPORTABLE CONFIGURATION

Required control support: Action control must be available

Action control: Read-only actions

App permissions: Any changes where offered

Connection kind: Personal synthetic test connection

Source scope: Only the synthetic reference note

Applied: false

Verification

These records are arranged vertically for reading and printing. The Excel workbook retains the full column layout.

Record 1

Field	Record value
Case	Read synthetic note
Connected identity	PERSONAL_TEST_IDENTITY
Effective action control	Read-only actions
Effective prompt policy	Any changes where offered
Intended result	Allowed if supported
Observed result	UNTESTED
Evidence	
Evidence type	Observed read if performed

Record 2

Field	Record value
Case	Inspect write capabilities without invoking them
Connected identity	PERSONAL_TEST_IDENTITY
Effective action control	Read-only actions
Effective prompt policy	Any changes where offered
Intended result	No write capability exposed by reviewed read-only scope
Observed result	UNTESTED
Evidence	
Evidence type	Capability or settings inspection; no write invoked

Record 3

Field	Record value
Case	Shared account review
Connected identity	SHARED_ACCOUNT_TO_REVIEW

Field	Record value
Effective action control	RECORD
Effective prompt policy	RECORD
Intended result	Separate source-scope decision
Observed result	UNREVIEWED
Evidence	
Evidence type	Identity and scope review

Record 4

Field	Record value
Case	New action introduced
Connected identity	RECORD
Effective action control	REVIEW DEFAULT HANDLING
Effective prompt policy	RECORD
Intended result	No unreviewed expansion
Observed result	UNTESTED
Evidence	
Evidence type	Capability or settings review

Connection decision

App/connection and native control availability: _____
 Action control setting: _____
 App permissions setting: _____
 Personal/shared/agent-owned identity: _____
 Source-system scope and owner: _____
 Synthetic read result: UNTESTED
 Write-capability exclusion evidence: UNTESTED
 New-action handling and review owner: _____
 Decision: NOT YET REVIEWED

Practice files

The complete download pack includes these original working files. Keep their original formats when running or inspecting the examples.

- [Synthetic reference note \(synthetic-reference-note.txt\)](#)

SYNTHETIC U07 REFERENCE

The fictional team reviews one example note and records an owner.

No company account, customer information or confidential data is included.

Sources and scope

Sources checked 2026-09-21. Review the current requirements and your actual agreement before using this workbook for a real decision. Aona does not configure native ChatGPT Work app controls or guarantee enforcement of every connected-app action.

[OpenAI: Apps and connectors for enterprise](#). Documents native Action control, App permissions, availability and source-system authorisation layers.

[OpenAI: ChatGPT Work security](#). Explains read-only/action prompting distinctions and personal versus shared connection permissions.