# Adding a Student to the Domain Controller

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#### Opening the Active Directory Users and Computers Console

We placed the **Active Directory** Users and **Computers** icon on the desktop along with a shortcut to the Student folders. We need to double click on the Active **Directory Users** and Computers icon to open that console.

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Recycle Bin	Active Direct
Security Configurati	
Active Directory Users and Computers	
Manages u Directory.	isers, computers, security groups and other objects in the Active

#### The Active Directory Users and Computers Console

We are going to add a new class of students to our file server, so we will create a new Organizational Unit in the Graphics Lab. We right click in the right pane and select New and Organizational Unit from the menu.

🍜 Active Directory Users and Computers				
GEIE Action View Window Help	,			
Active Directory Users and Computers	Graphics.Lab 13 objects			
Graphics.Lab	Name A Builtin Computers	Type builtinDomain Container	Description Default container for upgr	
Comparing     Comparing	Degree 08-09 morning     Degree 06-07     Degree 07-08     Degree 08-09 afternoop	Organizational Organizational Organizational		
	Degree 09-10 Afternoon     Degree 09-10 Morning     Diploma 07-08	Organizational Organizational Organizational		
Domain Controllers     ForeignSecurityPrincipals     Jog Instructors     Users	Domain Controllers     ForeignSecurityPrincipals     Instructors     Users	Organizational Container Organizational Container	Default container for dom Default container for secu Default container for upgr	
	Delegate Control Find Connect to Domain Connect to Domain Controller Raise Domain Functional Level Operations Masters			
	New         ▶           All Tasks         ▶           Refresh         Export List	Computer Contact Group InetOrgPerson MSMO Queue Alias		
	⊻jew ►	Organizational Unit		
	Arrange Icons	User Shared Folder		
	Help			

## **Organizational Unit Window**

For our new Organizational Unit name, we will type "Degree 09-10 evening", and we then press the OK command button,



## Adding a New User

We highlight the Degree 09-10 evening Organizational Unit folder. To add a user, right click in the right pane and when the popup menu appears, we can select New and User.

ers	
😫 💷   🦉 🖉 🍅 🖓 🍕 🗑	
Degree 09-10 evening 0 objects	
Name A	Туре
Delegate Control MoveComputerFindComputerAll TasksContactAll TasksGroupRefreshInetOrgPersonViewMSMQ Queue AliaArrange IconsOrganizational ULing up IconsPrinterPropertiesShared Folder	There as hit
	rrs Pegree 09-10 evening 0 objects Name ▲ Delegate Control Move Find New All Tasks Refresh View Arrange Icons Ling up Icons Properties Properties Help

## The New Object – User Window

We will create an account for our student by typing in their first name, initial, last name and user logon. In the school, we can already have a number of students with the fjones name so our new account could have the first initial and the last name along with the number 1. We did not have another fjones, so we did not add the number.

The person's full name as Frank A. Jones was read by the computer.

New Object - User	×
Create in: Graphics.Lab/Degre	e 09-10 evening
<u>F</u> irst name: <u>frank</u>	Initials: a
Last name: jones	
Full name: frank a. jones	
<u>U</u> ser logon name:	
fiones @Gra	aphics.Lab 🗾
User logon name (pre- <u>W</u> indows 2000):	
GRAPHICS\ fjones	3
< <u>B</u> a	ck <u>N</u> ext > Cancel

#### The New Object – User Window (cont.)

Next, we have to assign and conform a password to the account. The secret phrase must meet the smart password criteria we previously setup. The first time Frank Jones logins to the account, he will have to create his own smart password.

We finish this window by pressing the Next button.

New Object - User		×
Create in: Graphic	cs.Lab/Degree 09-10 evening	
Password:	•••••	
Confirm password:	•••••	
User must change password	d at next logon	
User cannot change passw	ord	
Pass <u>w</u> ord never expires		
Account is disabled		
	< <u>B</u> ack <u>N</u> ext >	Cancel

#### The New Object – User Window (cont.)

In the last New Object – User dialogue box, we review the information about the new user and we press the Finish button to confirm the account. If we need to make changes, we can opt for the Back button to make corrections.



### Frank A. Jones Property Window

After we press the Finish command button, we will right click on the fjones name to enter his Properties window. Initially, we can see the user's general information.

In the Member Of tab, we see that our new student is part of the users group. We will add all students to a student group, that allows us to control all student access with ease. Next, we will visit the Sessions tab.

frank a. jones Properties	1
Remote control     Terminal Services Profile     COM+       General     Address     Account     Profile     Telephones     Organization       Member Of     Dial-in     Environment     Sessions       Member of:	
Select Groups	<u>? ×</u>
Select this object type:          Groups or Built-in security principals       Object         From this location:       Icontrol to the security principals	ations
Enter the object names to calcot (evamples):	
student	k Names
Advanced OK	Cancel
OK Cancel Apply	

#### Adding Students to a Group

We can see that Frank Jones now is a member of the student group. We have three main groups on the classroom file server. All undergraduates are in the student group. Teachers are in the instructor group and network managers are in the administrators group.

rank a. jones Proper	ties			? ×
Remote control General Address Member Of	Terminal Services Profile Account Profile Telephones Dial-in Environment		es Profile   Telephones   ronment	COM+ Organization Sessions
<u>M</u> ember of:				
Name Domain Users Student	Active Direc Graphics.La Graphics.La	tory Folder b/Users b/Users		
Add	<u>R</u> emove			
Primary group:         Domain Users           Set Primary Group         There is no need to change Primary group unless you have Macintosh clients or POSIX-compliant applications.				
		ОК	Cancel	Apply

### **Changing Account Options**

In some schools, the student password never changes, so we uncheck the user must change their password at next logon to user cannot change password and that it never expires. We need to check with the school administrator to see which setup mode we want to use.

rank a. jones Properties
Member Of         Dial-in         Environment         Sessions           Remote control         Terminal Services Profile         COM+           General         Address         Account         Profile         Telephones         Organization
User logon name:
fjones @Graphics.Lab
User logon name (pre- <u>W</u> indows 2000):
GRAPHICS\ fjones
Log On Io
Agcount is locked out
Account options:
User must change password at next logon User cannot change password Password never expires Store password using reversible encryption
Account expires
O <u>E</u> nd of: Friday , July 09, 2010 ☑
OK Cancel Apply

#### The Sessions Tab

The Session Tab will handle how long a new user can be on the Server and what happens during extended logons and idle time.

For our new user, we will end a disconnected session in 30 minutes. We will limit active sessions to 24 hours and idle sessions to 1 hour.

When sessions limits are reached or broken, we will disconnect from the session and we will allow reconnection from any client.

Press the Apply command button fix the new settings and then press OK to close the rjones3 Properties window.

frank a. jones Properties	? >
Remote control Termir General Address Account Member Of Dial-in	nal Services Profile COM+ Profile Telephones Organization Environment Sessions
Use this tab to set Terminal Services <u>End a disconnected session:</u>	30 minutes
Ac <u>t</u> ive session limit: <u>I</u> dle session limit:	1 day
When a session limit is reached or cr	onnection is broken:
Allow reconnection: <u>F</u> rom any client From <u>o</u> riginating client only	
0	IK Cancel <u>A</u> pply

## **Creating a Class Folder**

T:\					
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp					
🕝 Back 👻 🌖 👻 🎾 Search 🌔 Folders 🛛 🖽 🗸					
Address 🥪 D:\				🗾 🔁 G	io
	Name 🔺	Size	Туре	Date Modified	Attri
File and Folder Tasks 🛛 😤	Degree06-07		File Folder	11/9/2007 9:37 AM	
- Deserve bhis felder	🚞 Degree07-08		File Folder	8/27/2009 8:16 AM	
	🚞 Degree08-09		File Folder	8/28/2009 1:53 PM	
😰 Move this folder	🚞 Degree 09-10 Afternoon		File Folder	6/8/2010 2:43 PM	
Copy this folder	🚞 Degree 09-10 Morning		File Folder	6/8/2010 2:35 PM	
🔕 Publish this folder to the	🚞 Diploma07-08		File Folder	9/21/2007 10:38 AM	
Web	🚞 Jack Zerkle		File Folder	8/21/2007 11:18 AM	
🙀 Share this folder	🚞 Josie O'Malley		File Folder	11/9/2007 12:32 PM	
🖂 E-mail this folder's files	🚞 Michael Stroder		File Folder	8/29/2007 4:55 PM	
X Delete this folder	🚞 Sergei Itomlenski		File Folder	8/22/2007 1:32 PM	
<b>~</b>	🚞 Sherm Stevens		File Folder	8/12/2009 12:25 PM	
	🔁 Degree 09-10 evening		File Folder	6/9/2010 5:20 PM	
Other Places *					
🥥 My Computer					

Open the Students folder by double clicking Students File folder on the desktop. We will add a new folder called "Degree 09-10 Evening". We should right click on the new folder and we will select Sharing and Security.

# Sharing the Class Folder

Initially, we change the do not share on this class folder to the share this folder option. We will keep the maximum allowed users to maximum, but we could set the number to 1.

Now, we select the permissions button.

Degree 09-10 evening Properties	×	
General Sharing Security Web Sharing Customize		
You can share this folder with other users on your network. To enable sharing for this folder, click Share this folder.		
<ul> <li>Do not share this folder</li> <li>Share this folder</li> </ul>		
Share name: Degree 09-10 evening		
<u>C</u> omment:		
User limit: <u>M</u> aximum allowed		
C Allow this number of users:		
To set permissions for users who access this folder over the network, click Permissions.		
To configure settings for offline access, click <u>Caching</u>		
Windows Firewall will be configured to allow this folder to be shared with other computers on the network. <u>View your Windows Firewall settings</u>		
OK Cancel <u>A</u> pply		

#### **Student Permissions**

In the permissions folder, we remove the everyone read allowance by unchecking the Read box. We then press the Add button and type student as a new object in the Select Users or Groups window and press the OK button.

We give the student group change and read privileges. We press the Apply button.

Permissions for Degree 09-10 e	vening	? ×
Share Permissions		
<u>G</u> roup or user names:		
Student (GRAPHICS\Stude	nt)	
	A <u>d</u> d	<u>R</u> emove
Permissions for Student	Allow	Deny
Full Control		
Change Bead		
ineau ineau		
ОК	Cancel	Apply

#### **Student Permissions**

In the permissions folder, we also add the instructor and administrators groups. We give both groups full control, change and read privileges. We press the Apply button.

Permissions for Degree 09-10 evening	? ×	
Share Permissions		
Group or user names:		
Instructor (GRAPHICS\Instructor)	Permissions for Degree 09-10 evening	? ×
Student (GRAPHICS\Student)	Share Permissions	
	<u>G</u> roup or user names:	
	Administrators (GRAPHICS \Administrators)	
1	Instructor (GRAPHICS\Instructor)	
<u>Ad</u> d	Student (GRAPHICS\Student)	
Permissions for Instructor Allow		
Full Control		
Change 🗹 Read 🗸	A <u>d</u> d <u>B</u> en	nove
	Permissions for Administrators Allow Der	ny
	Full Control	]
	Change 🗹 🗖	1
	Read 🗹 🖸	]
OK Cancel		
	OK Cancel	Apply

## Setting the Security Tab

Next, we select the Security tab and we see that the Administrator has full rights. To add full rights to the student group, we select the Add button and in the Select Users and Groups window, we type student. Then, we select the OK button and we can see student in the security list. Check all boxes except the full control and modify box.

egree 09-10 evening Properties	<u>?</u> ×
General Sharing Security Web Sharing C	ustomize
Group or user names:	
Administrators (GRAPHICS Administrators	1
CREATOR OWNER	
Instructor (GRAPHICS\Instructor)	
Student (GRAPHICS\Student)	
🕵 SYSTEM	<b>_</b>
A <u>d</u> d	<u>R</u> emove
Permissions for Student Allo	w Deny
Full Control	
Modify	
Read & Execute	
List Folder Contents	
Read 🗹	
Write	
<ul> <li>For special permissions or for advanced setting click Advanced.</li> </ul>	<sup>s,</sup> Ad <u>v</u> anced
OK Can	cel <u>A</u> pply

# Setting the Security Tab (cont.)

Next, we add full rights to the instructor group, we select the Add button and in the Select Users and Groups window, we type instructor. Then, we select the OK button and we can see instructor in the security list. Check all boxes in the Allow list. We can see that the administrators also have total control.

Degree 09-10 evening Properties	? ×
General Sharing Security Web Sharing Custo	mize
Administrators (GRAPHICS\Administrators) CREATOR OWNER SYSTEM Users (GRAPHICS\Users)	Degree 09-10 evening Properties       ? ×         General Sharing Security Web Sharing Customize         Group or user names:         Ø Administrators (GRAPHICS \Administrators)         Ø CREATOR OWNER
Add Permissions for Administrators Allow Full Control Modify	Instructor (GRAPHICS\Instructor)         Student (GRAPHICS\Student)         SYSTEM         Add
Read & Execute       Image: Contents         List Folder Contents       Image: Contents         Read       Image: Contents         Write       Image: Contents         Second Permissions       Image: Contents         For special Permissions or for advanced settings, click Advanced.       Image: Content Permissions         OK       Cancel	Permissions for Instructor       Allow       Deny         Full Control       Image: Control Control       Image: Control Contents       Image: Contents         Modify       Image: Contents       Image: Contents       Image: Contents       Image: Contents         Read       Image: Contents       Image: Contents       Image: Contents       Image: Contents         Write       Image: Contents       Image: Contents       Image: Contents       Image: Contents         For special Permissions       Image: Contents       Image: Contents       Image: Contents       Image: Contents         For special Permissions       Image: Contents       Image: Contents       Image: Contents       Image: Contents         For special Permissions       Image: Contents       Image: Contents       Image: Contents       Image: Contents         For special Permissions       Image: Contents       Image: Contents       Image: Contents       Image: Contents         For special Permissions       Image: Contents       Image: Contents       Image: Contents       Image: Contents         For special Permissions       Image: Contents       Image: Contents       Image: Contents       Image: Contents         For special Permissions       Image: Contents       Image: Contents       Image: Contents       Image: Contents
	OK Cancel <u>A</u> pply

## Creating a User Folder

🗁 D:\Degree 09-10 evening				<u> </u>
<u>File Edit View Favorites To</u>	ols <u>H</u> elp			
🔇 Back 👻 🕤 👻 🏂 🔎 Search	🌔 Folders 🛛 🔠 🗸			
Address 🛅 D:\Degree 09-10 evening				
	Name 🔺	Size	Туре	Date Modified
File and Folder Tasks *			File Folder	6/9/2010 5:31 PM
💋 Make a new folder				
Publish this folder to the Web				
😂 Share this folder				
Other Places *				
🧼 New Volume (D:)				

Open the Degree 09-10 Evening folder in the Server and create a folder named FJones. We should right click on the new folder and we will select Sharing and Security.

# Sharing the User Folder

We change the do not share on this folder to the share this folder option. We will keep the maximum allowed users to maximum, but we could set the number to 1.

Now, we select the permissions button.

FJones Properties		
General Sharing Security Web Sharing Customize		
You can share this folder with other users on your network. To enable sharing for this folder, click Share this folder.		
O Do not share this folder		
Share this folder		
S <u>h</u> are name: FJones		
Comment:		
User limit: © <u>M</u> aximum allowed		
O Allow this number of users:		
To set permissions for users who access this <u>Permissions</u> folder over the network, click Permissions.		
To configure settings for offline access, click <u>Caching</u>		
Windows Firewall will be configured to allow this folder to be shared with other computers on the network. <u>View your Windows Firewall settings</u>		
OK Cancel <u>Apply</u>		

# Setting the User Folder Permissions

In the permissions folder, we remove the everyone read allowance by unchecking the box. We then press the Add button and type fjones as a new object in the Select Users or Groups window and press the OK button. We give Frank Jones full control, change and read privileges. We press the Apply button and exit the Permissions dialogue box. We also give the instructors and administrators full control.

Permissions for FJones	? ×	
Share Permissions         Group or user names:         Administrators (GRAPHICS\Administrators)         frank a. jones (fjones@Graphics.Lab)         frank a. jones (fjones@Graphics.Lab)         frank name	Permissions for FJones         Share Permissions         Group or user names:         Image: Administrators (GRAPHICS \Administrators)         Image: Irank a. jones (fjones@Graphics.Lab)         Image: Instructor (GRAPHICS \Instructor)	? ×         Permissions for FJones         Share Permissions         Group or user names:         frank a. jones (fjones@Graphics.Lab)
Add       Remove         Permissions for Administrators       Allow       Deny         Full Control       ☑       □         Change       ☑       □         Read       ☑       □	Add <u>R</u> emove Permissions for frank a. jones Allow Deny Full Control ✓ □ Change ✓ □ Read ✓ □	Add <u>R</u> emove Permissions for frank a. jones Allow Deny Full Control Change Read ☑ □
OK Cancel Apr	OK Cancel App	OK Cancel Apply

## Setting the User Security Tab

Next, we select the Security tab and we see that the Administrator has full rights. To add full rights to Frank Jones, we select the Add button and in the Select Users and Groups window, we type fjones. Then, we select the OK button and we can see Frank A. Jones in the security list. Check the full control box and he will have the ability to work on his folder without hindrance. We add the instructors and give them full control, also.



#### Load the Entire Class

We load the entire class into the Domain Controller. We should pick ten percent of the students and check all their settings 100%. If there are errors in the setup, the network administrator can order all the accounts audited for accuracy.

We should conduct training for the new students on how to connect to the server and save their files off the local computers.

