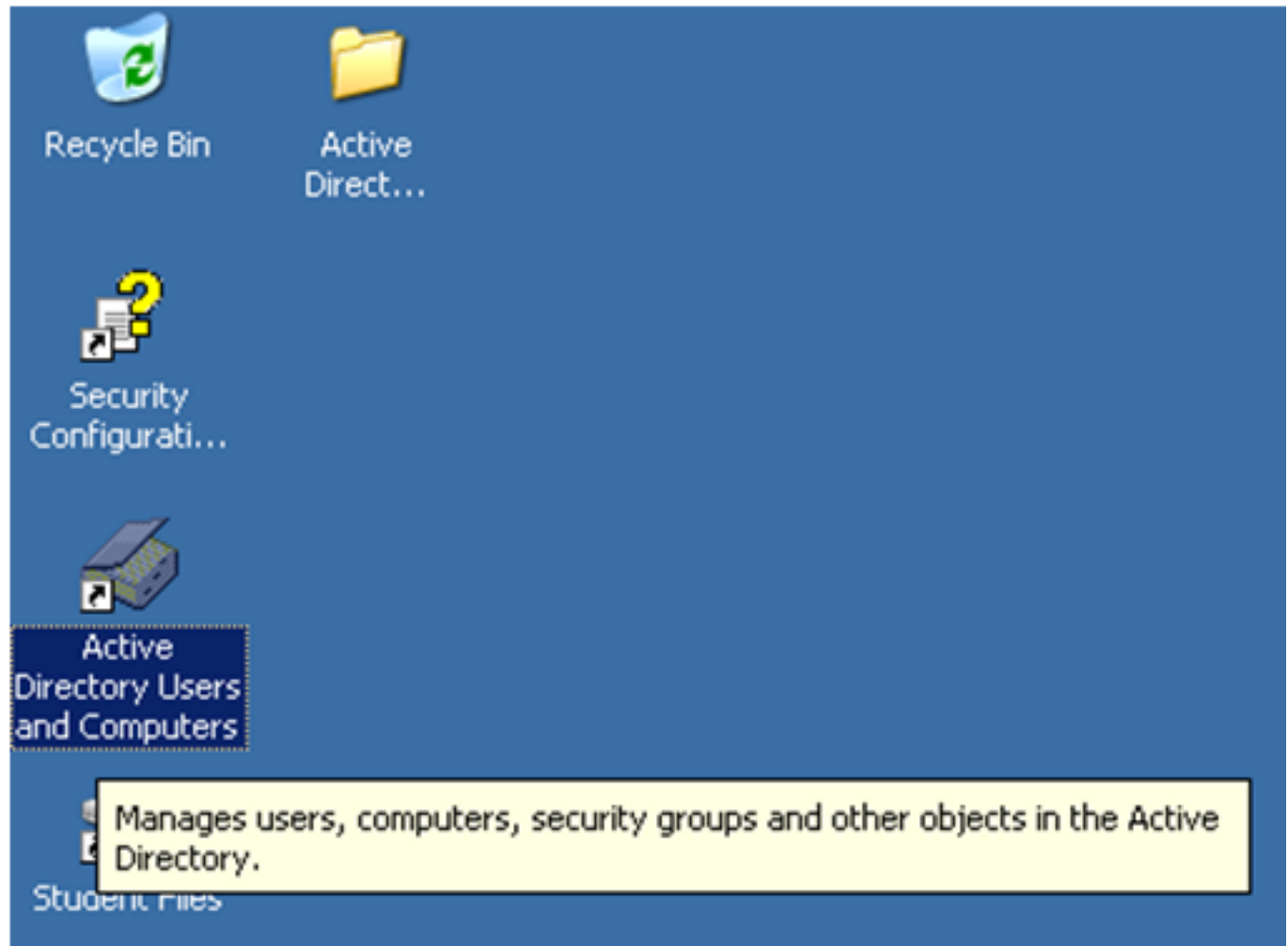


Adding a Student to the Domain Controller

June 9, 2010

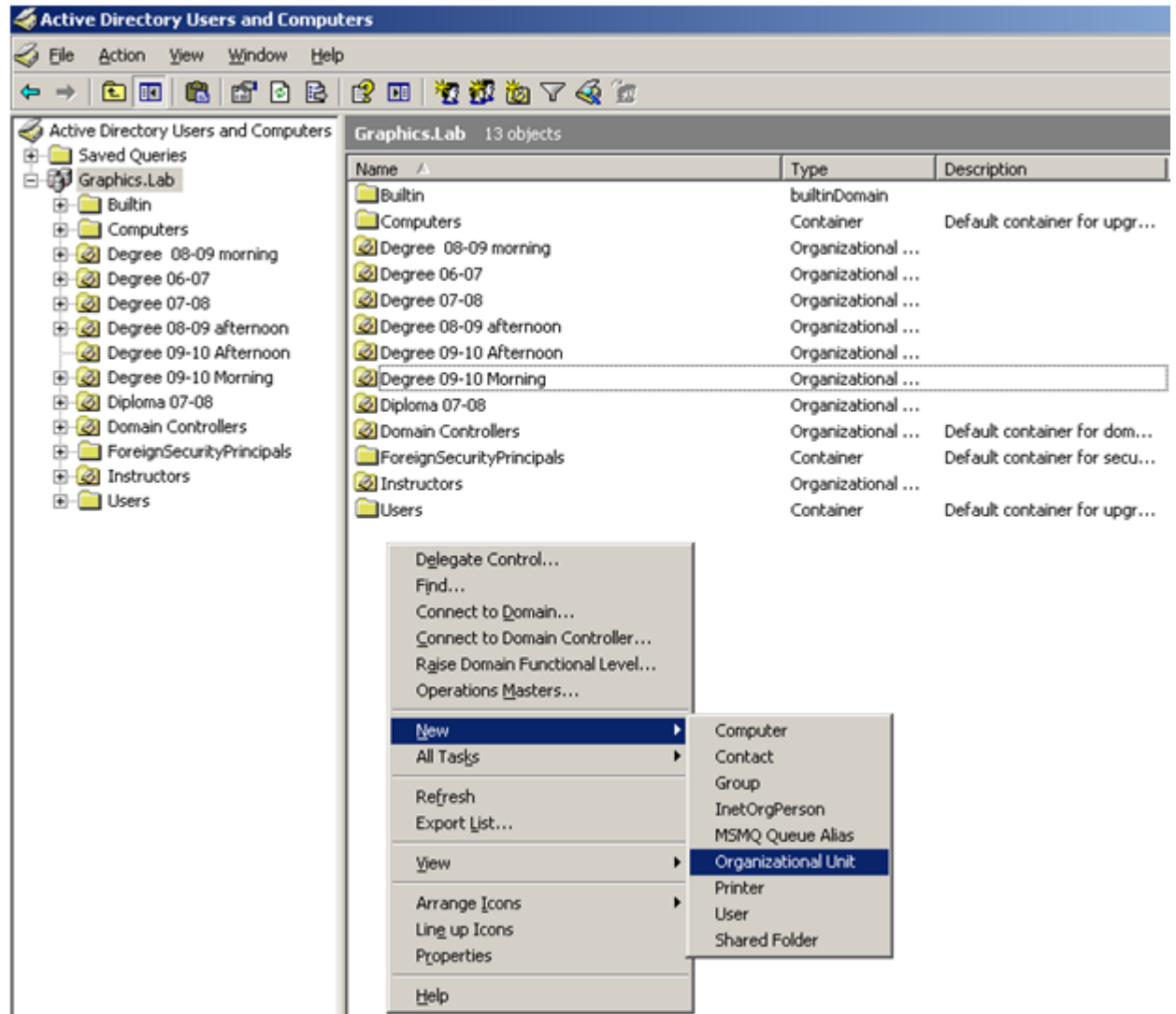
Opening the Active Directory Users and Computers Console

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.



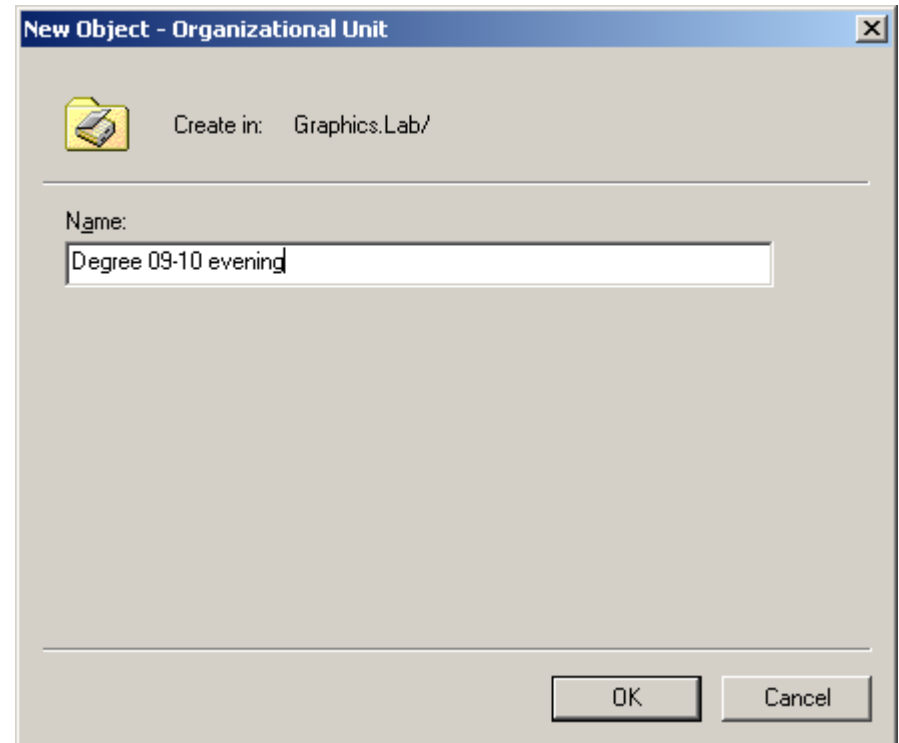
The Active Directory Users and Computers Console

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.



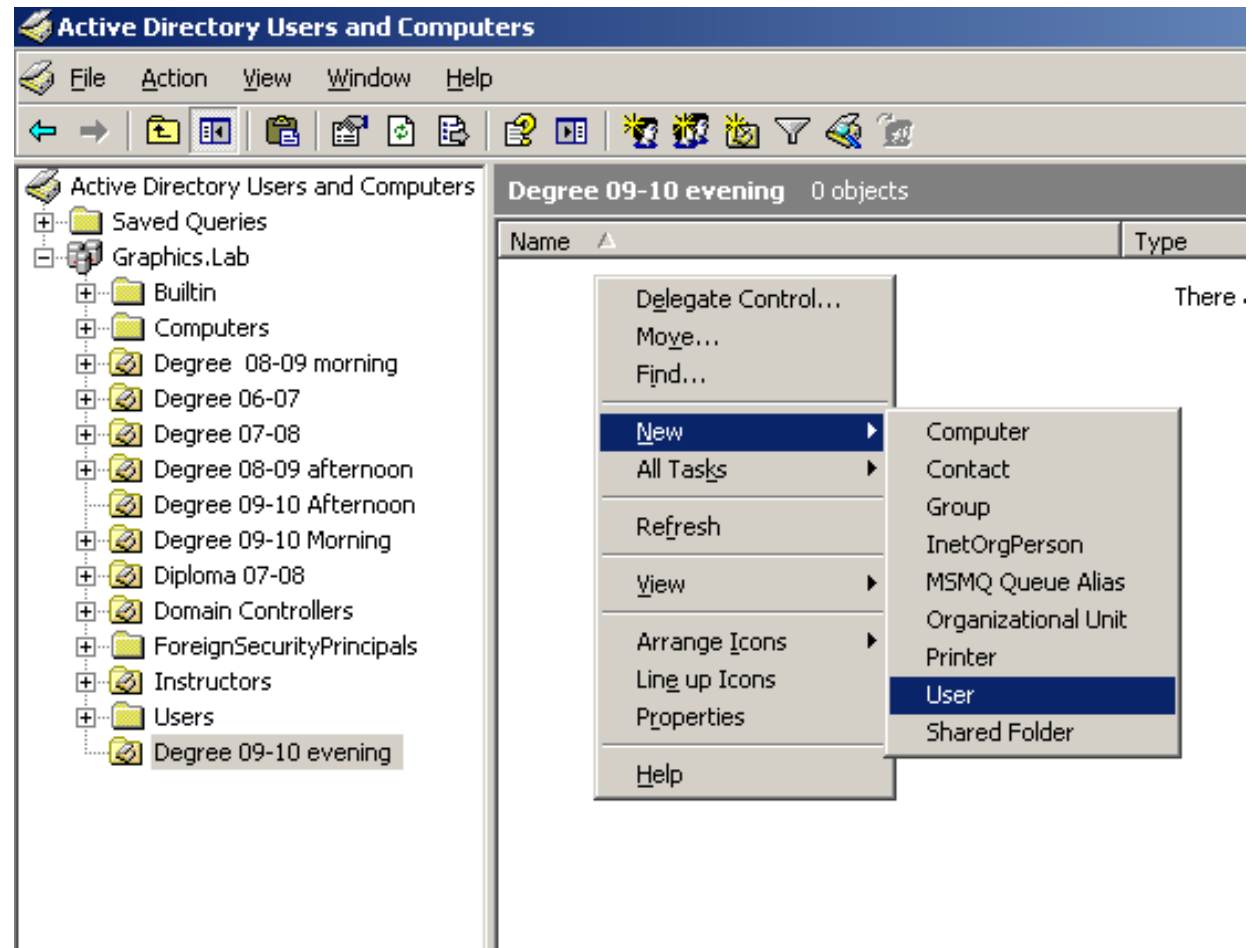
Organizational Unit Window

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

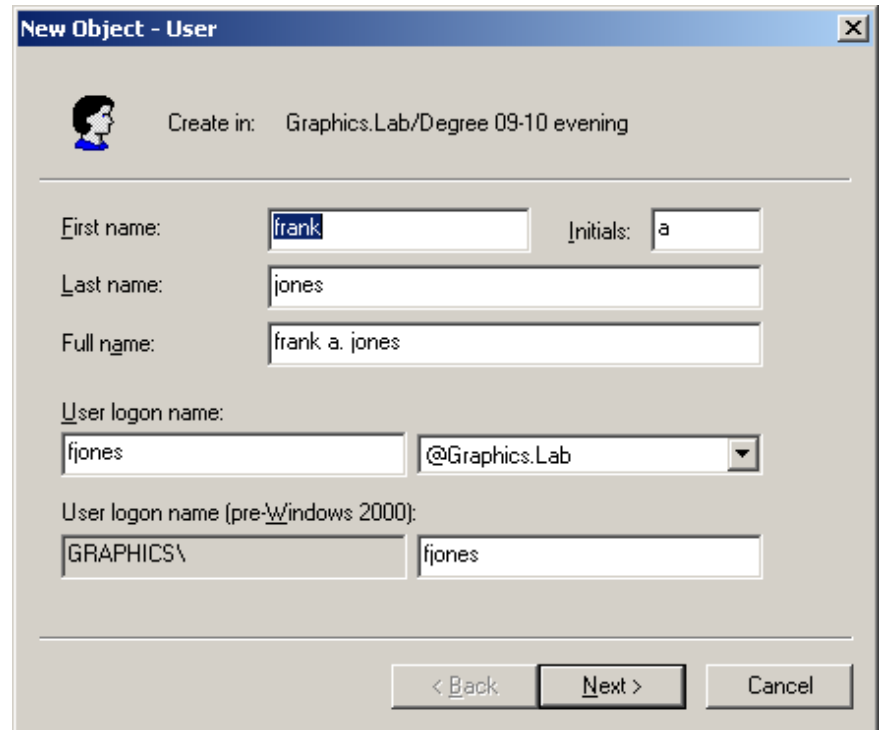
We highlight the Degree 09-10 evening Organizational Unit folder. To add a user, right click in the right pane and when the popup menu appears, we can select New and User.



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.



The screenshot shows a window titled "New Object - User" with a close button in the top right corner. Below the title bar is a small icon of a person and the text "Create in: Graphics.Lab/Degree 09-10 evening". The main area contains several input fields:

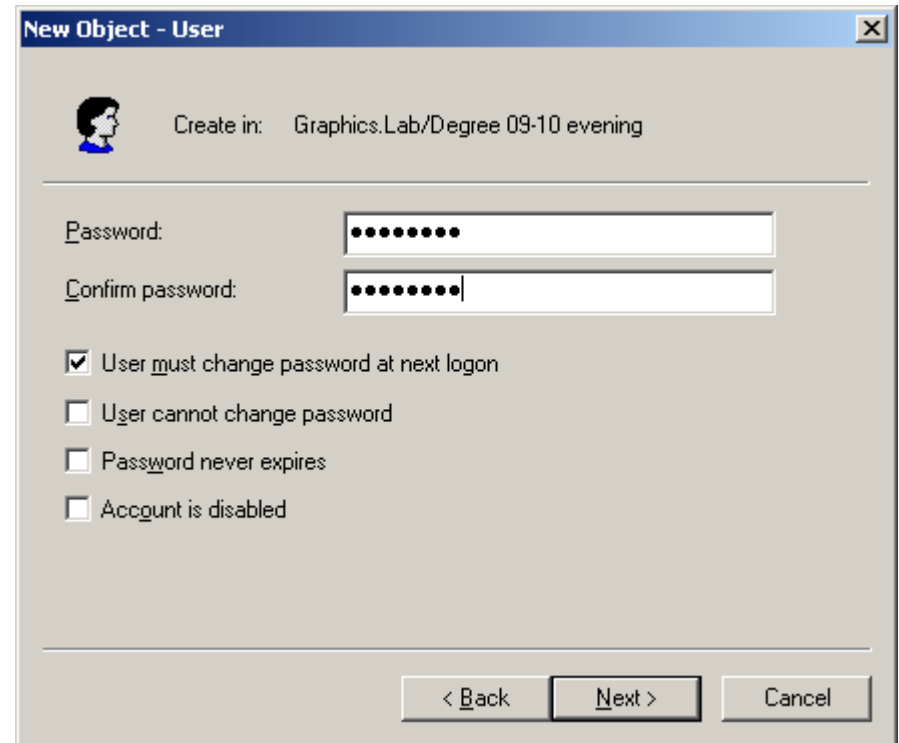
- First name:** A text box containing "frank".
- Initials:** A text box containing "a".
- Last name:** A text box containing "jones".
- Full name:** A text box containing "frank a. jones".
- User logon name:** A text box containing "fjones" and a dropdown menu showing "@Graphics.Lab".
- User logon name (pre-Windows 2000):** A text box containing "GRAPHICS\" and another text box containing "fjones".

At the bottom of the window are three buttons: "< Back", "Next >", and "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 logs in to the account, he will have to create his own smart password.

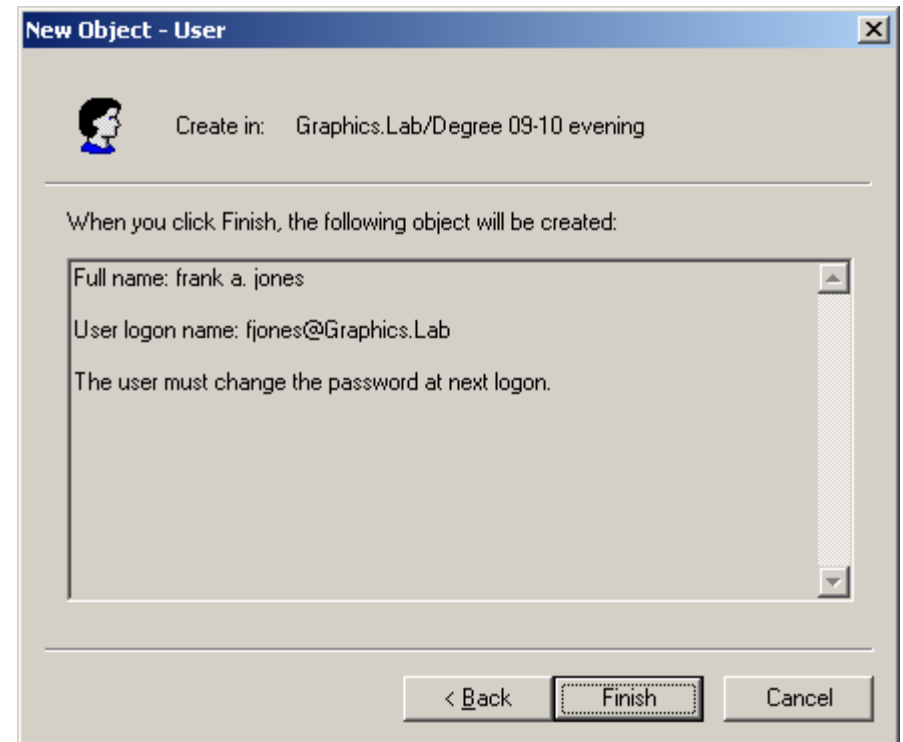
We finish this window by pressing the Next button.



The screenshot shows a Windows-style dialog box titled "New Object - User". At the top, there is a small user icon and the text "Create in: Graphics.Lab/Degree 09-10 evening". Below this, there are two text input fields: "Password:" and "Confirm password:", both containing masked characters (dots). Underneath the input fields are four checkboxes with labels: "User must change password at next logon" (checked), "User cannot change password", "Password never expires", and "Account is disabled". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

The New Object – User Window (cont.)

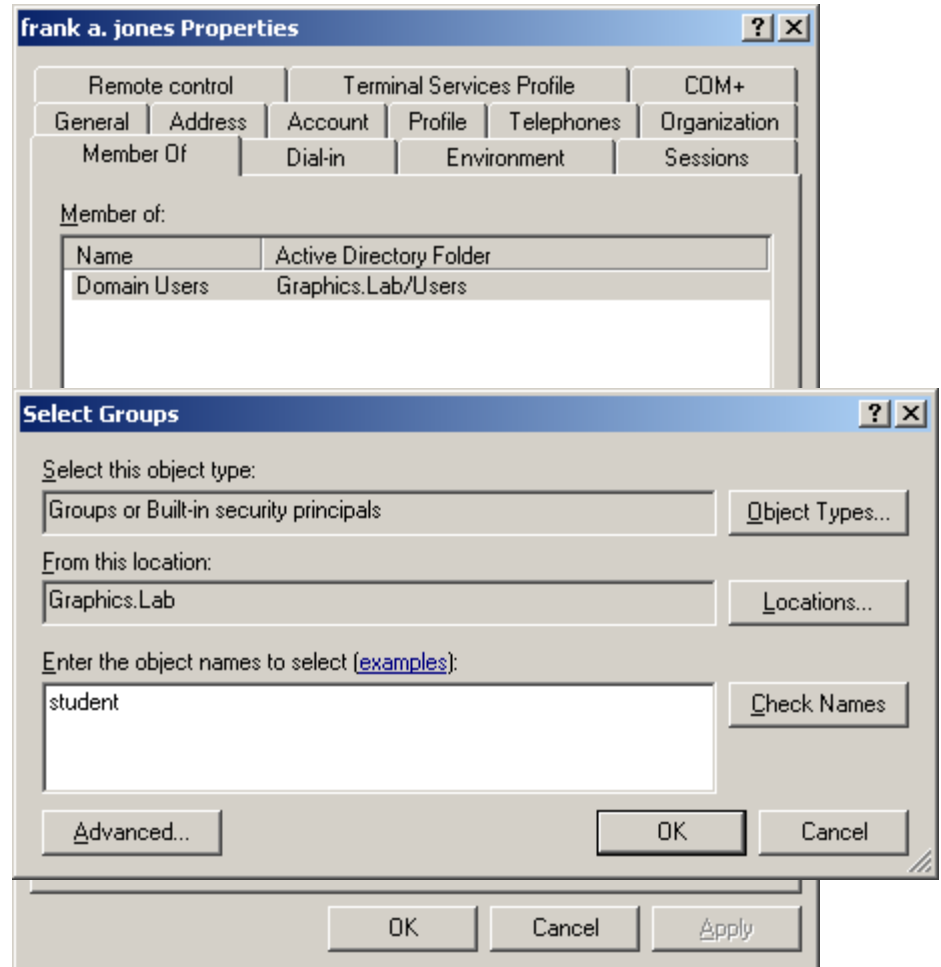
In the last New Object – User dialogue box, we review the information about the new user and we press the Finish button to confirm the account. If we need to make changes, we can opt for the Back button to make corrections.



Frank A. Jones Property Window

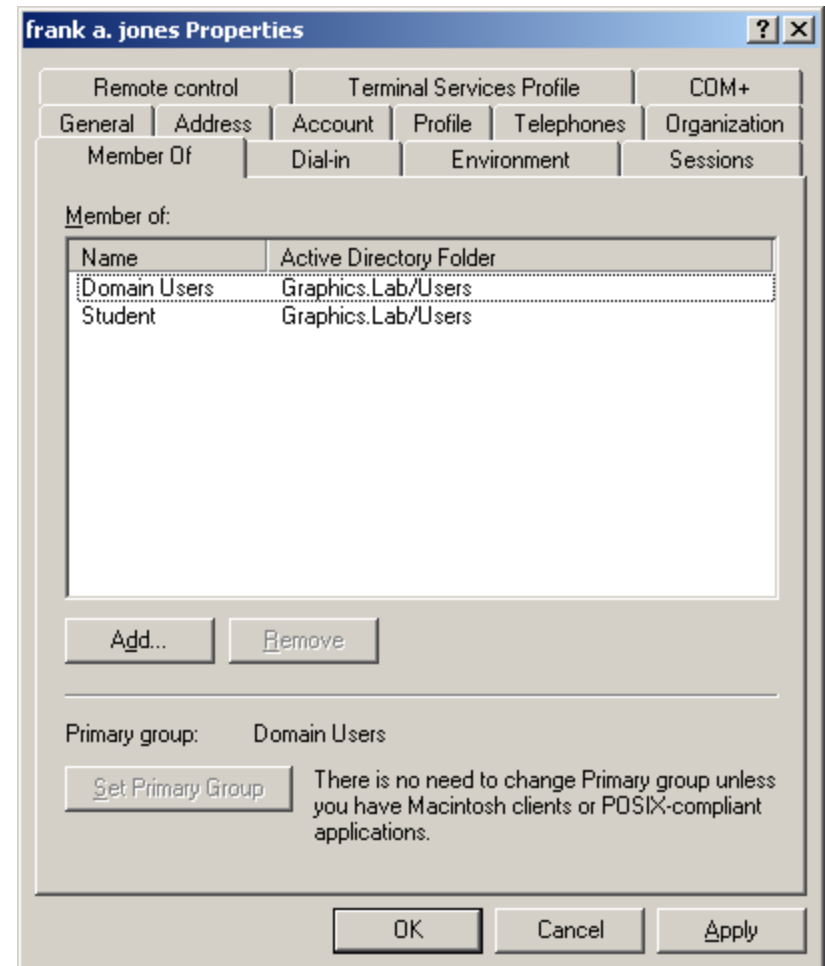
After we press the Finish command button, we will right click on the fJones name to enter his Properties window. Initially, we can see the user's general information.

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.



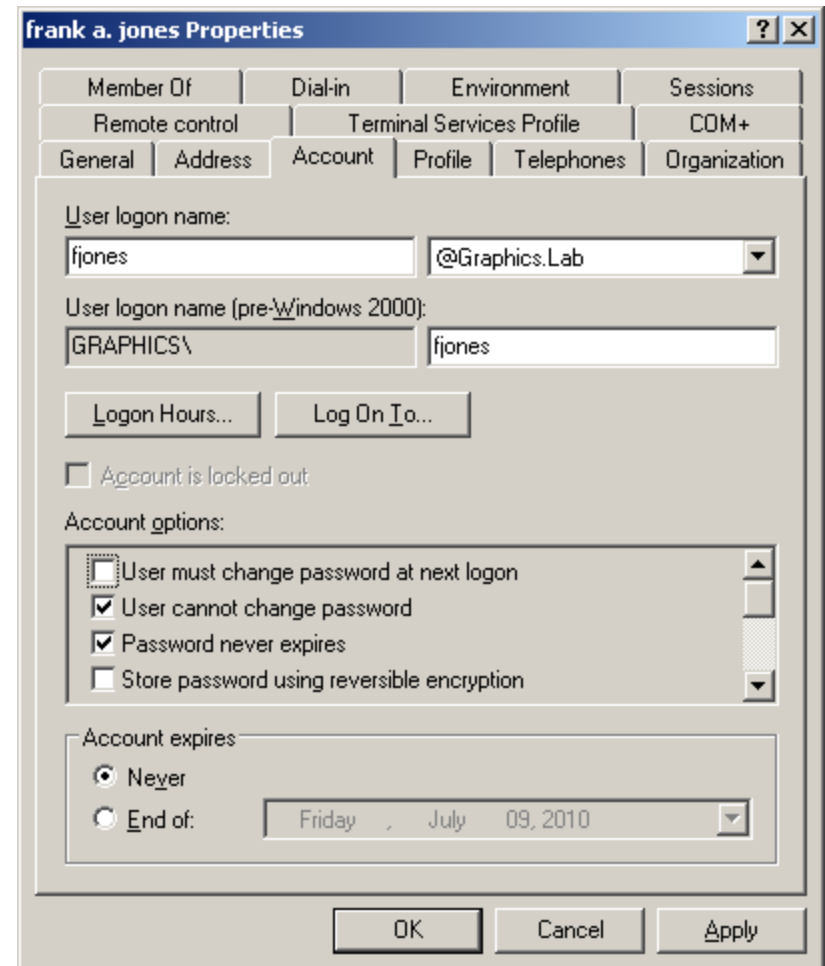
Adding Students to a Group

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.



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.



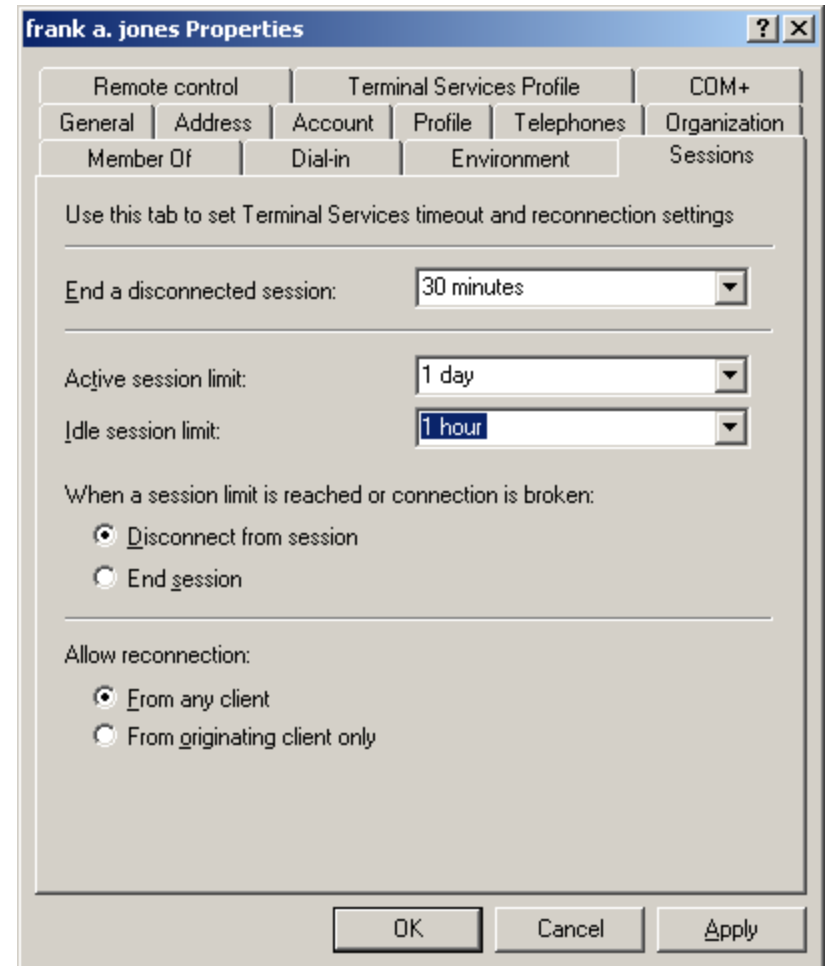
The Sessions Tab

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

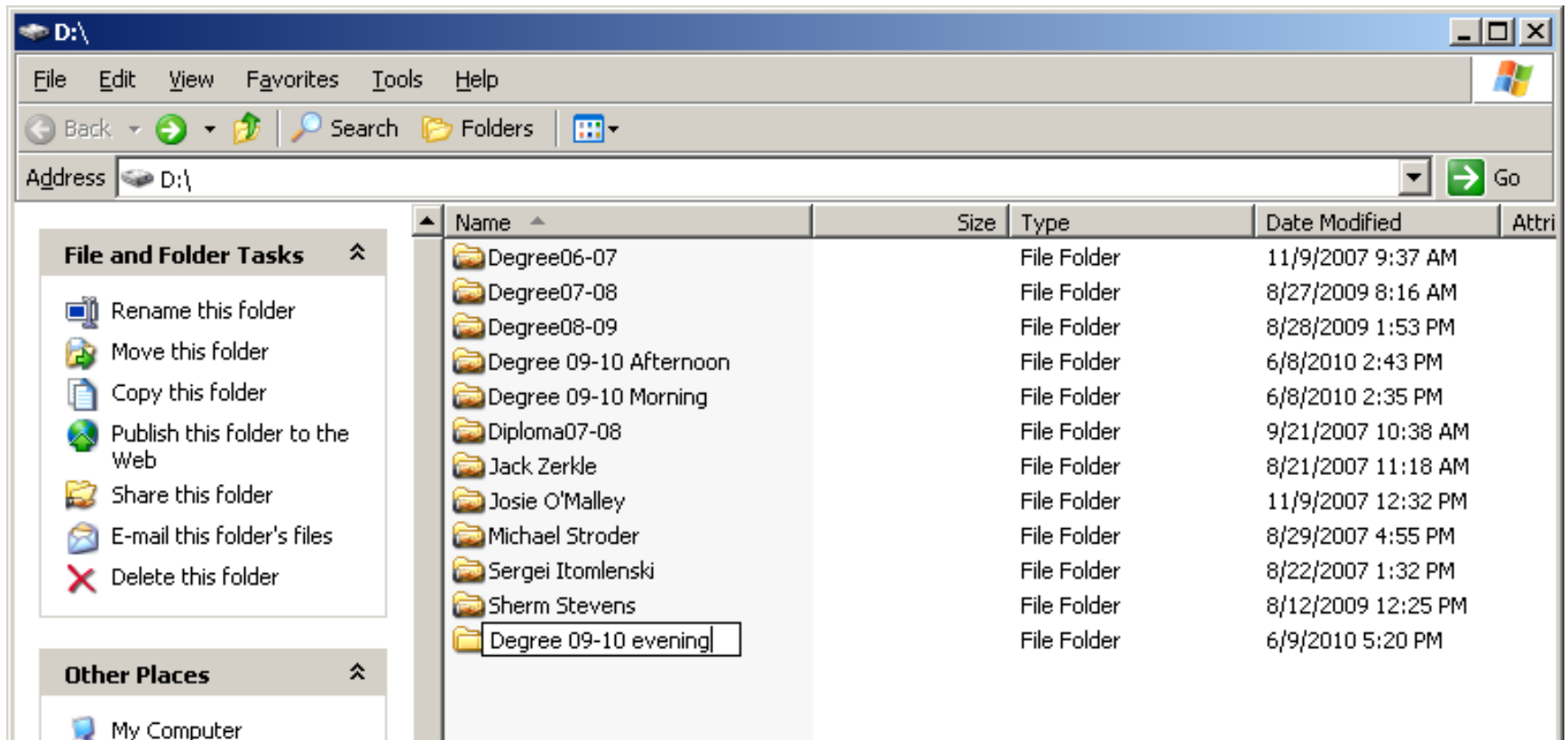
For our new user, we will end a disconnected session in 30 minutes. We will limit active sessions to 24 hours and idle sessions to 1 hour.

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.



Creating a Class Folder

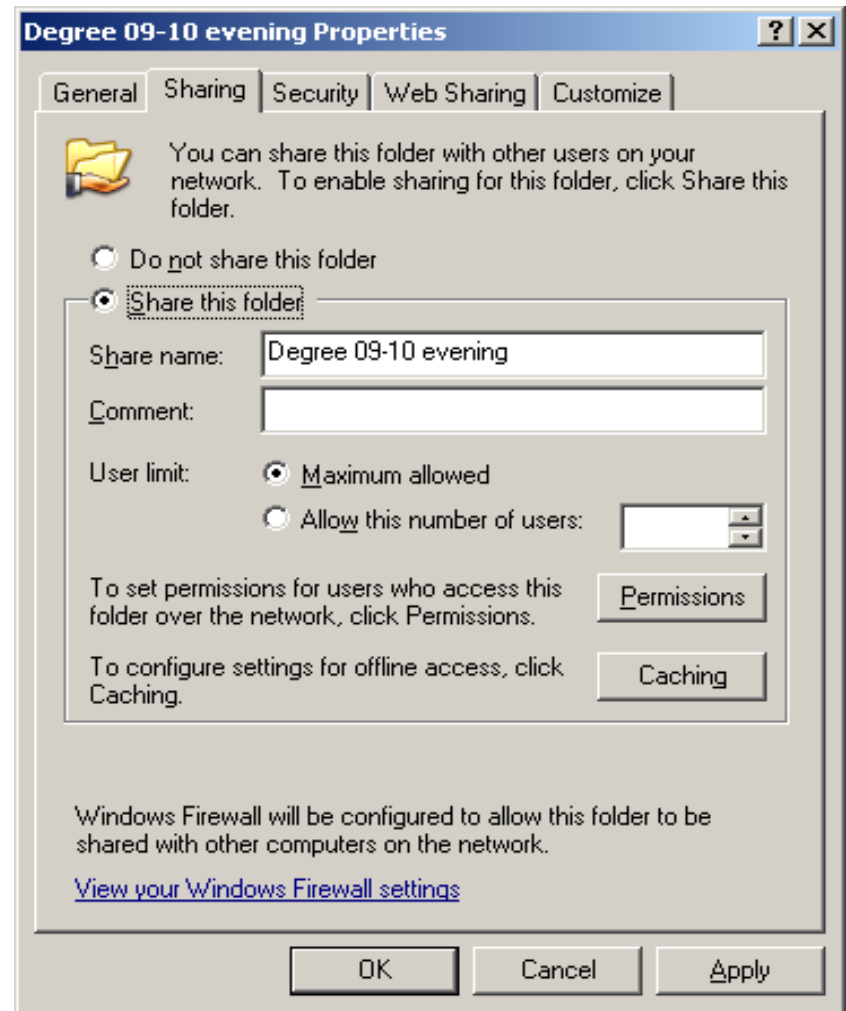


Open the Students folder by double clicking Students File folder on the desktop. We will add a new folder called “Degree 09-10 Evening”. We should right click on the new folder and we will select Sharing and Security.

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.

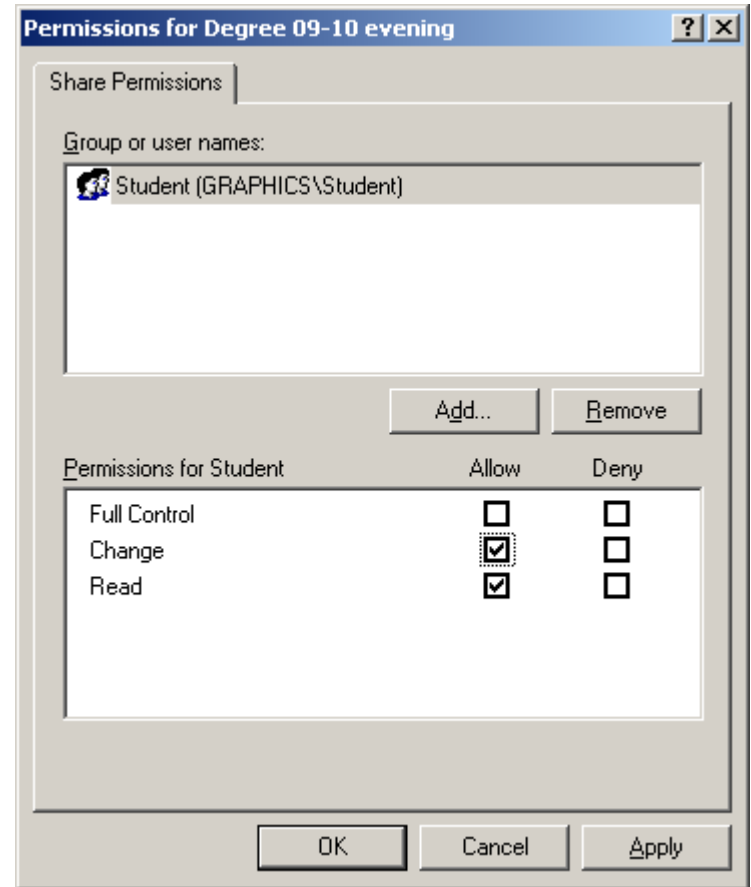
Now, we select the permissions button.



Student Permissions

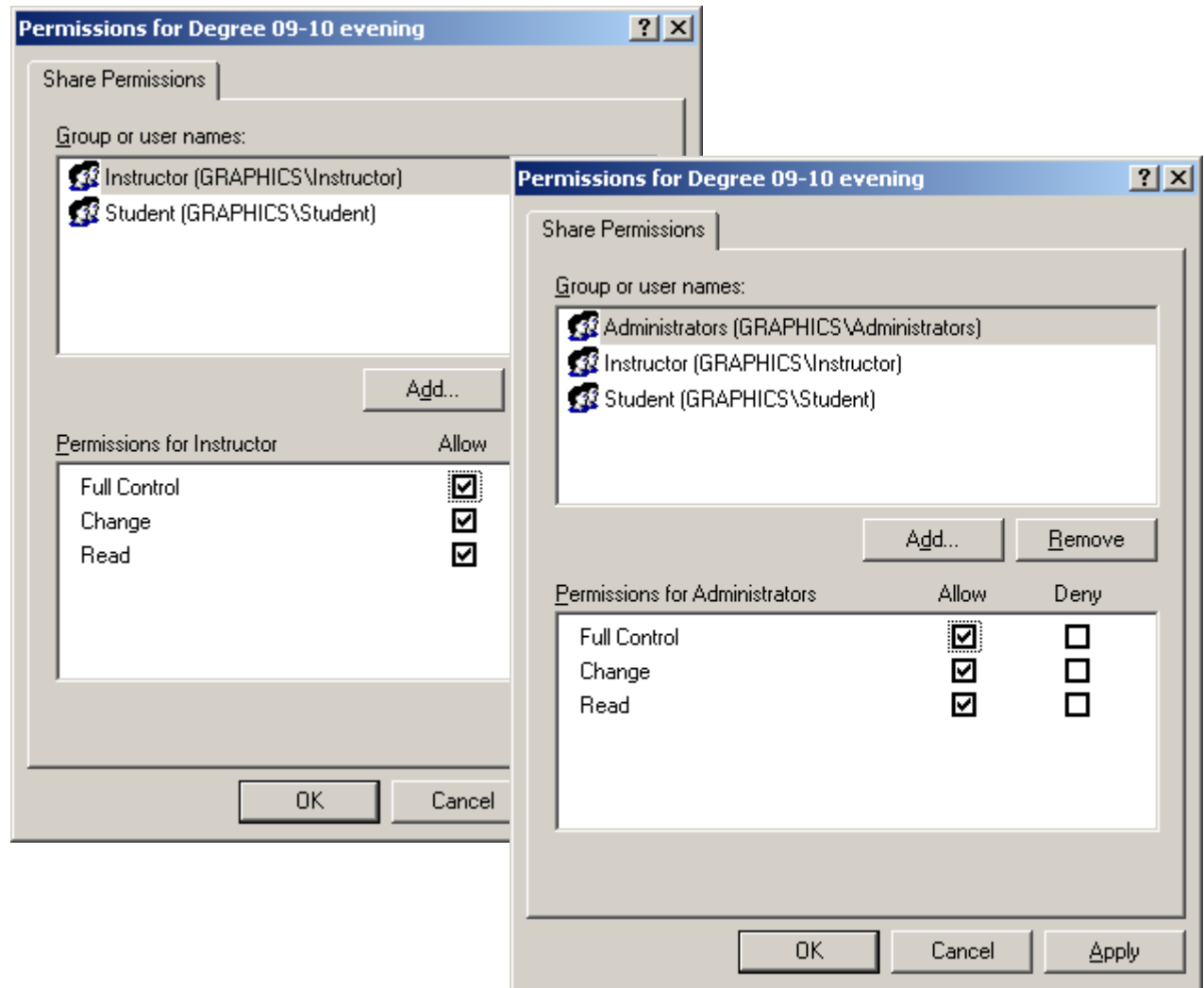
In the permissions folder, we remove the everyone read allowance by unchecking the Read box. We then press the Add button and type student as a new object in the Select Users or Groups window and press the OK button.

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



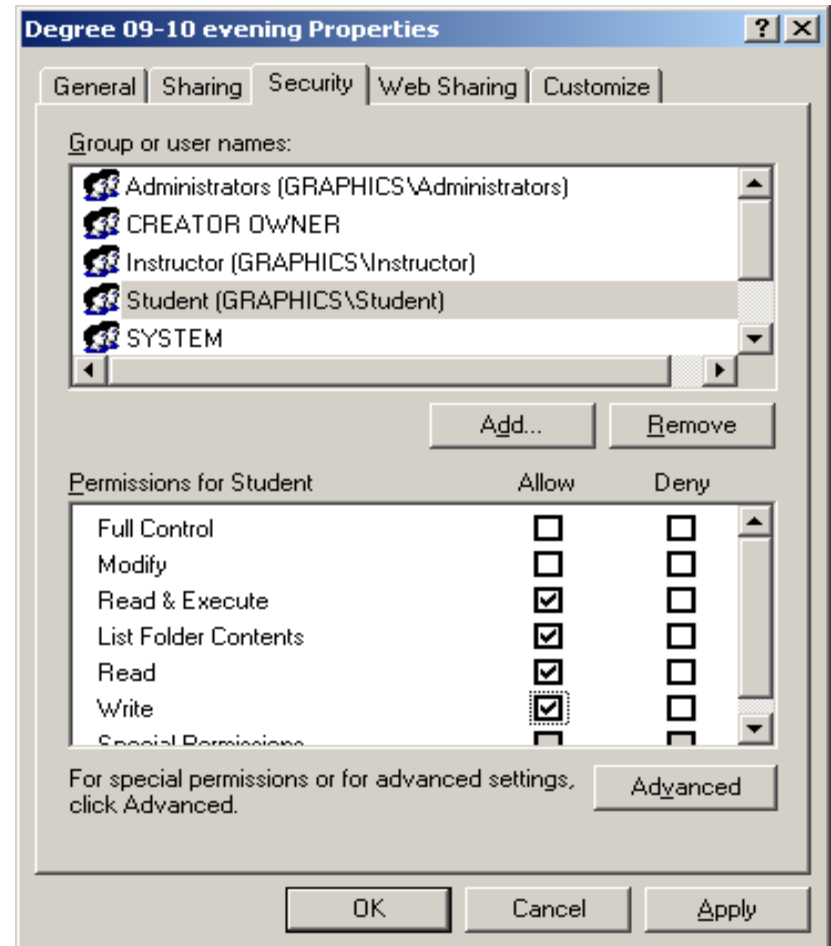
Student Permissions

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.



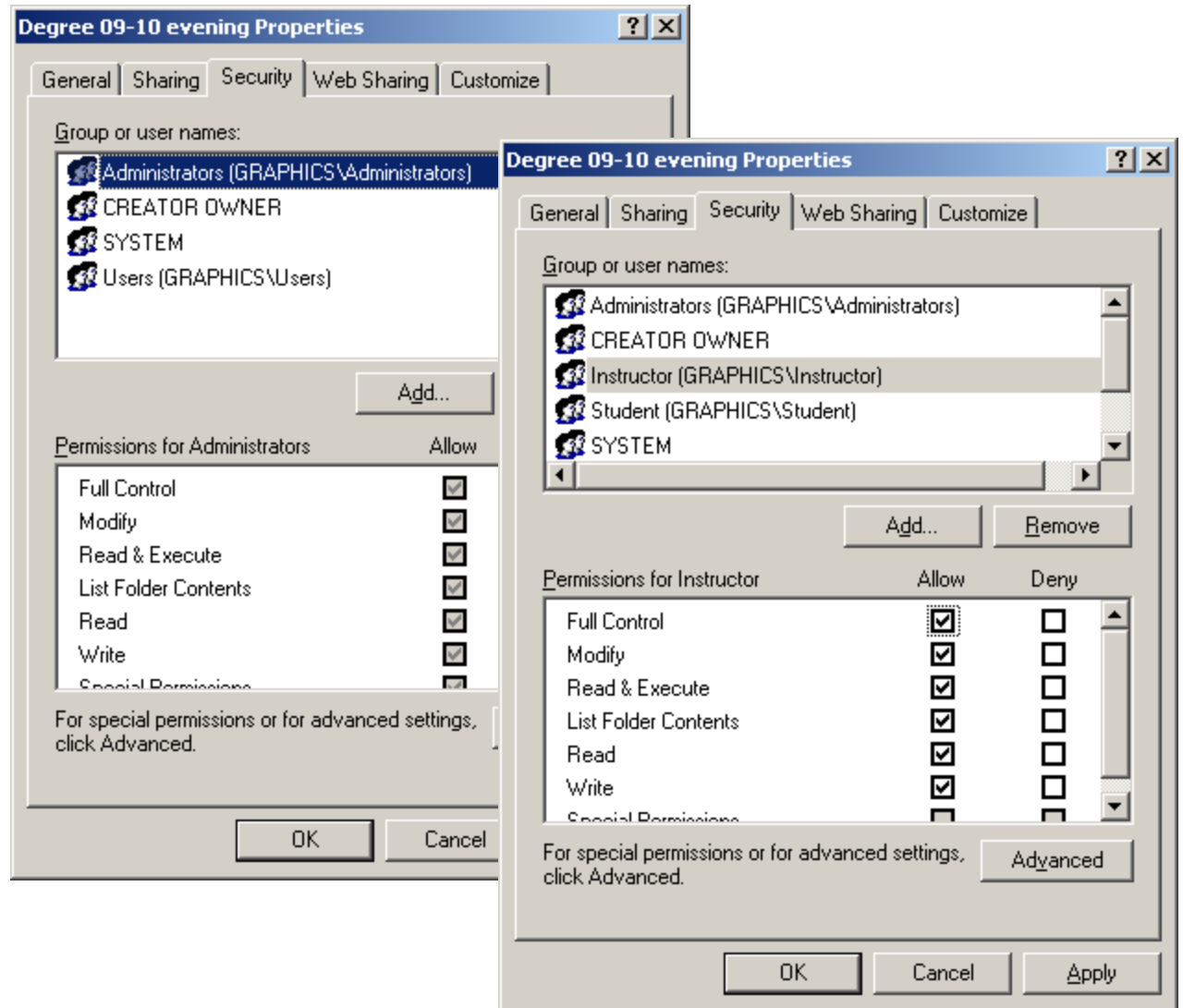
Setting the Security Tab

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.

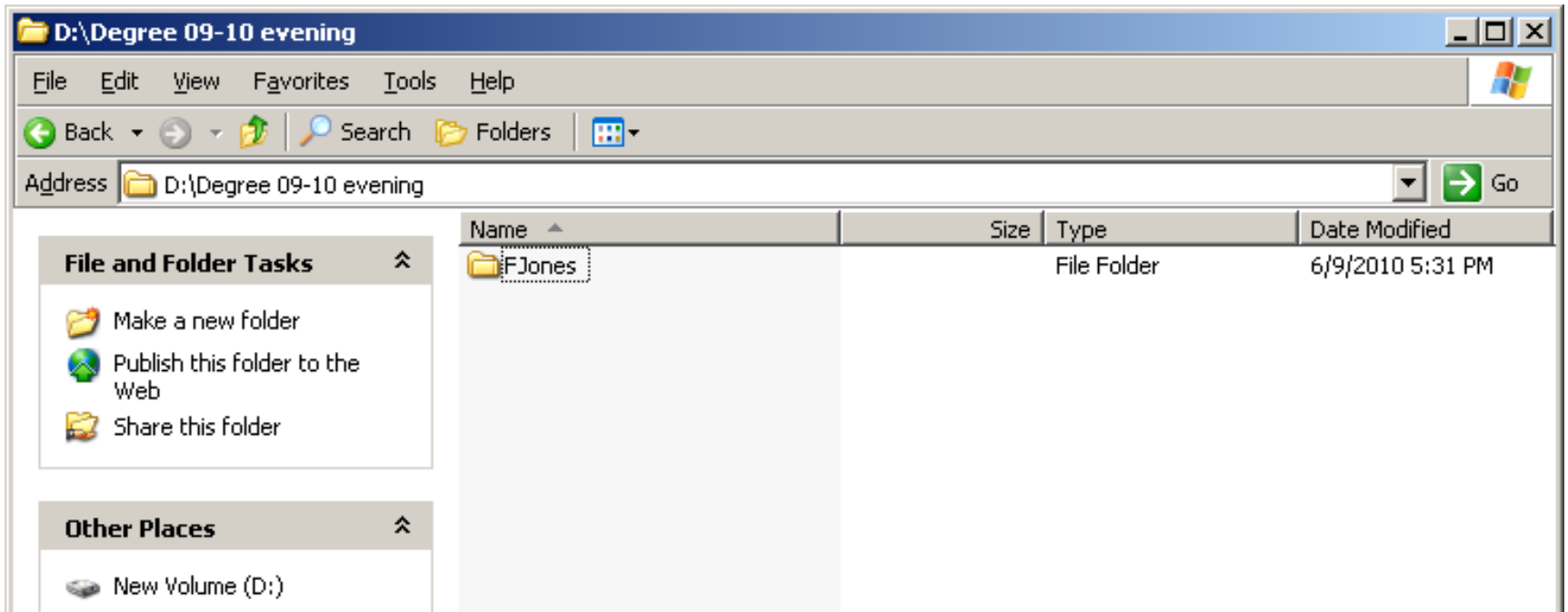


Setting the Security Tab (cont.)

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.



Creating a User Folder

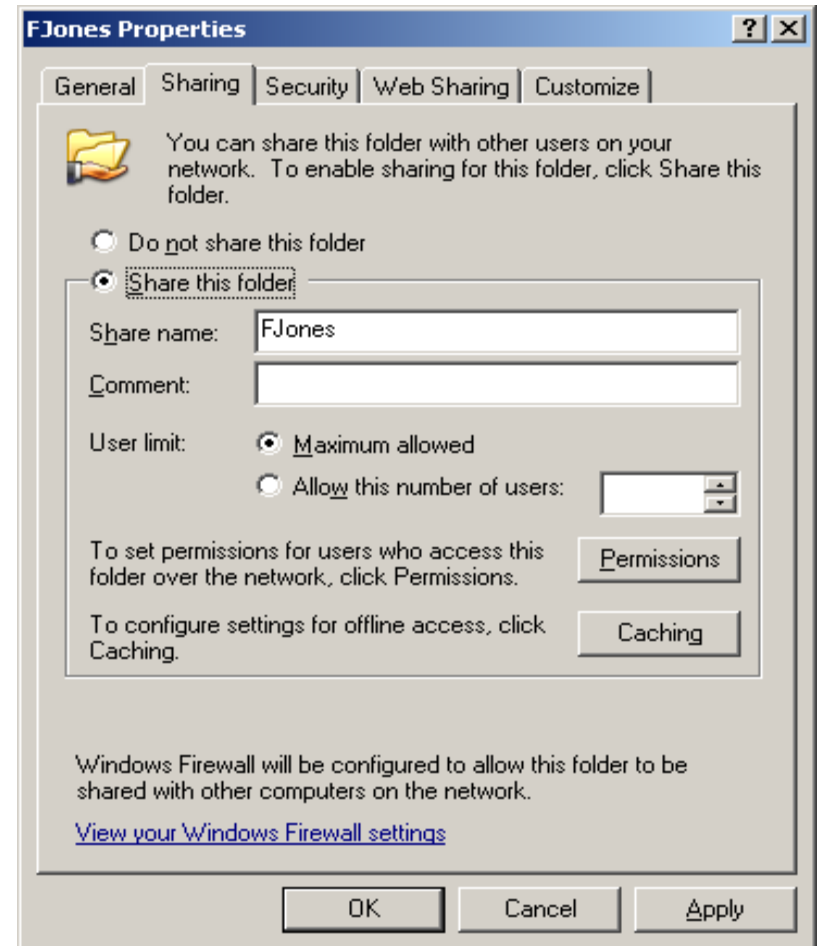


Open the Degree 09-10 Evening folder in the Server and create a folder named FJones. We should right click on the new folder and we will select Sharing and Security.

Sharing the User Folder

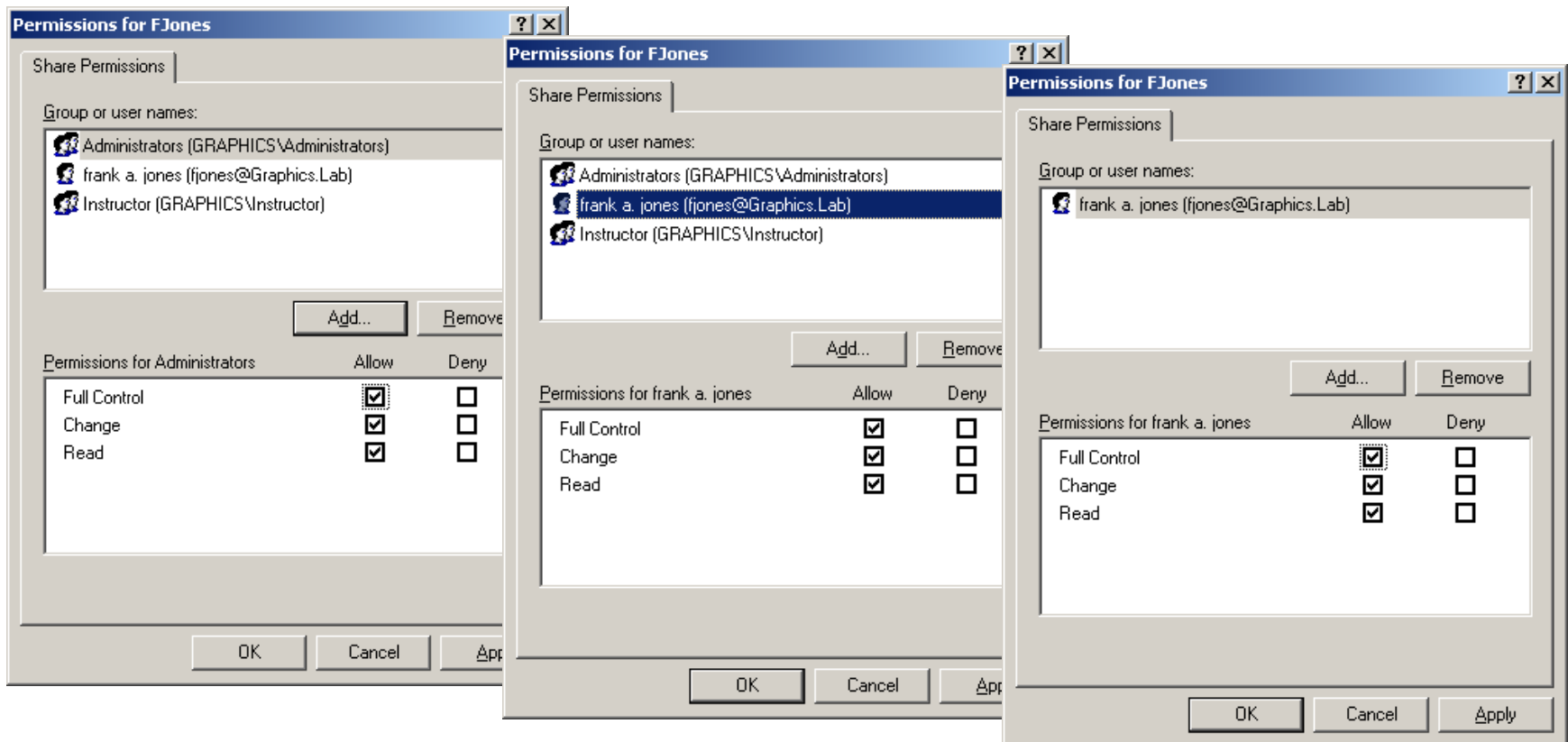
We change the do not share on this folder to the share this folder option. We will keep the maximum allowed users to maximum, but we could set the number to 1.

Now, we select the permissions button.



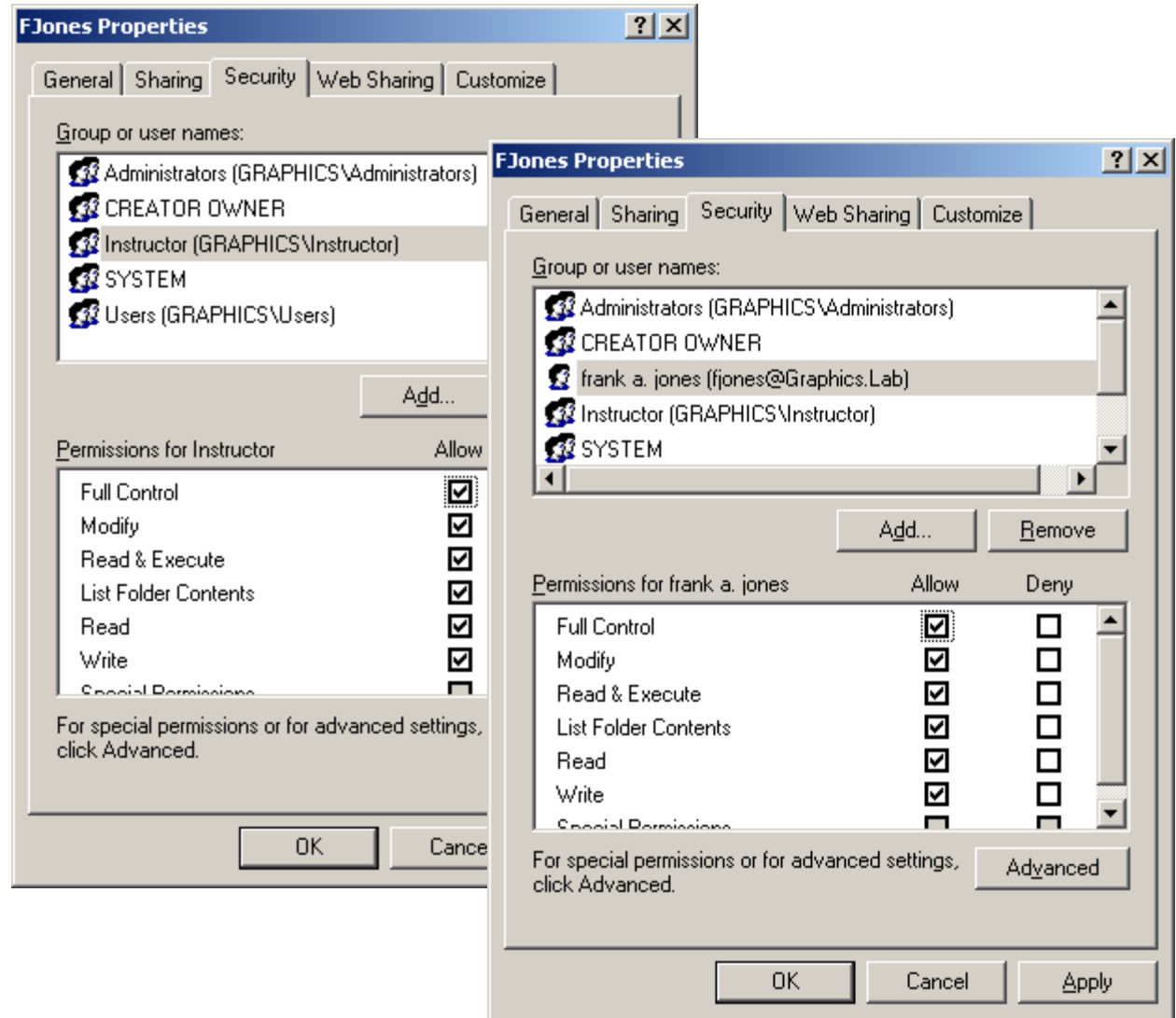
Setting the User Folder Permissions

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.



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.

