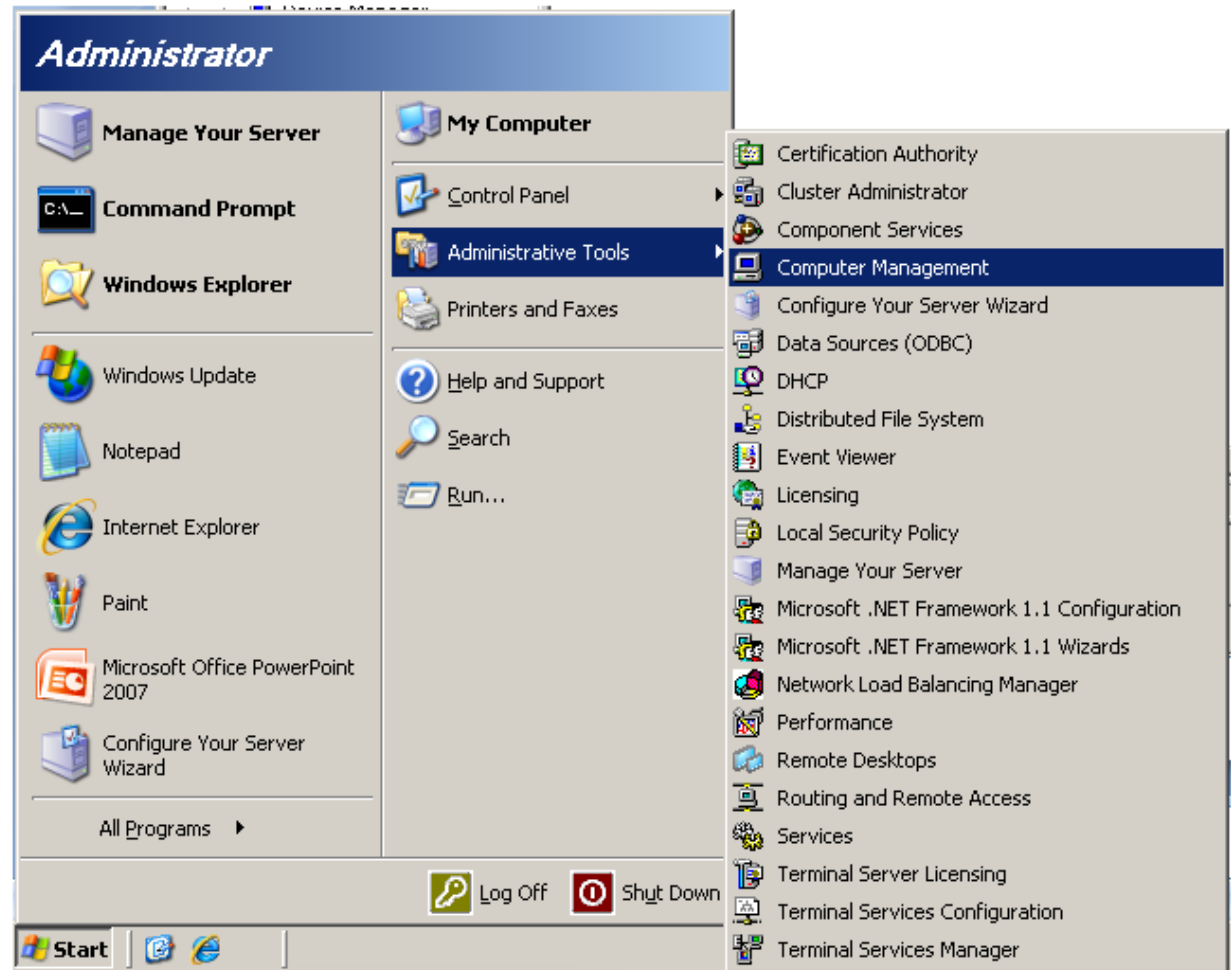# Adding an Administrator

April 29, 2010

Opening the Computer Management Window

The Computer Management window will give us access to such tools as adding a new user or group to the Windows Server, view events, look at logs and setup hard drives.

To open the Computer Management window, we select the Start button, Administrative Tools and then Computer Management.

Local Users and Groups

To add a new administrator to the Windows Server, we need to put in a new user account. We can accomplish this act by selecting Local User and Groups in the left pane. We can see two folders, Users and Groups appear in the right pane.

We then double click on the Users folder.
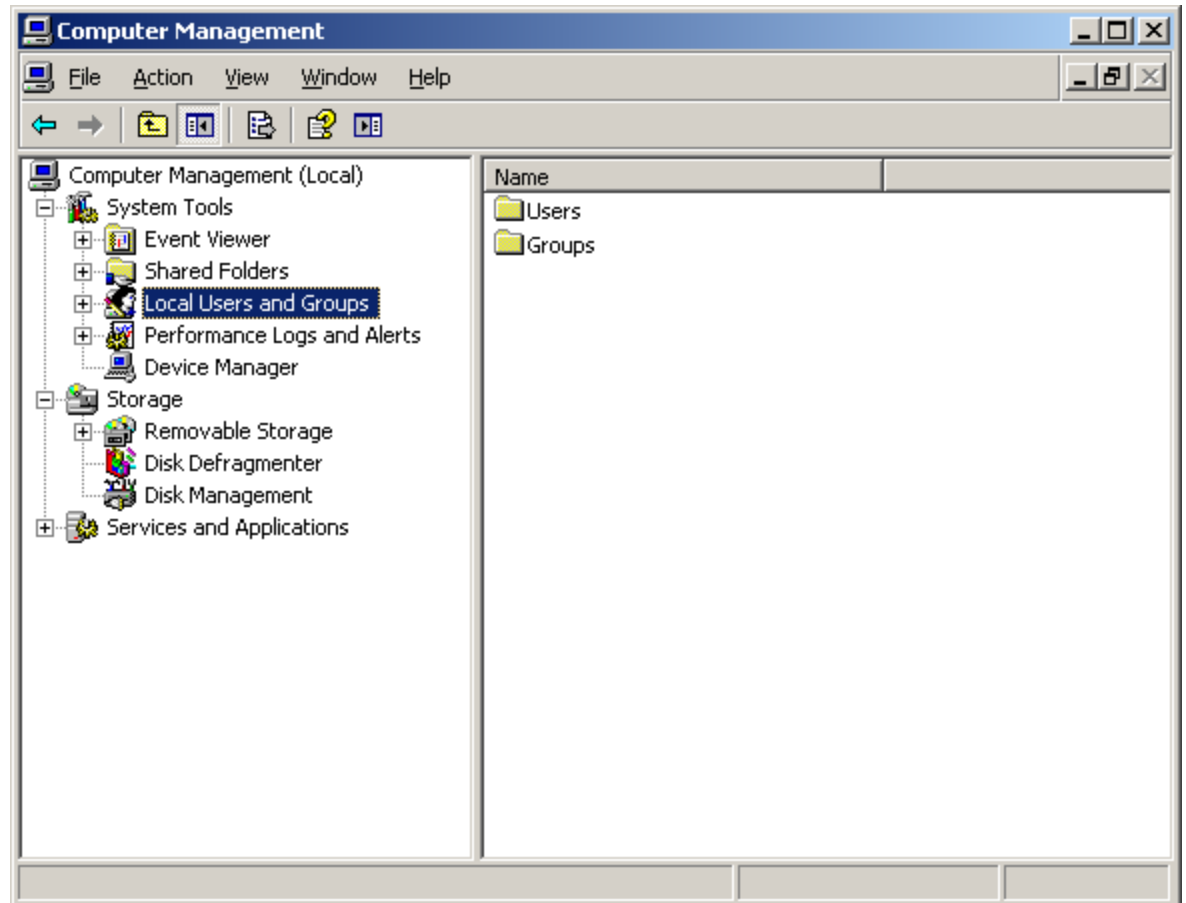
Adding a New User

With the Users folder selected, we observe the existing accounts in the right pane. The only active account is our Administrator account which we are presently using. To add another administrator, right click in the right pane and when the popup menu appears, we can select New User.
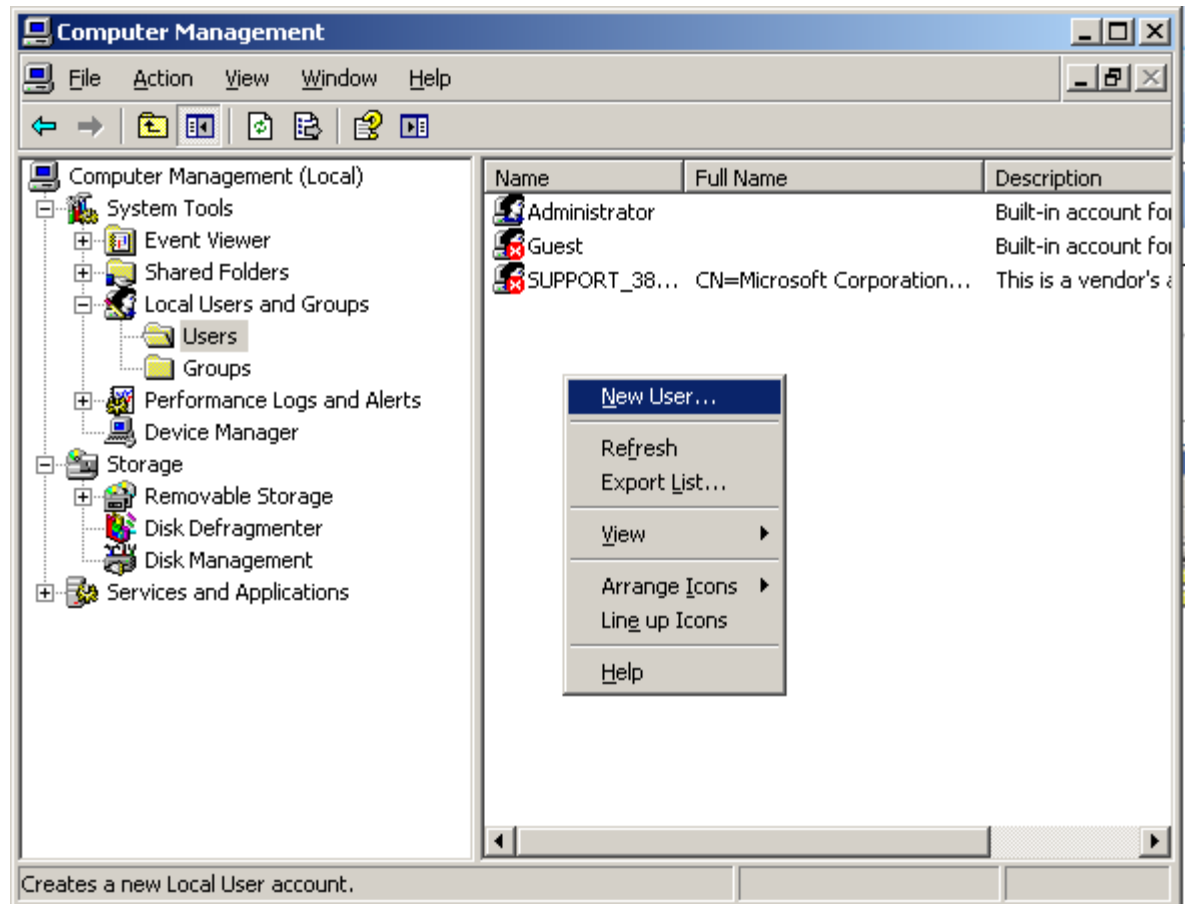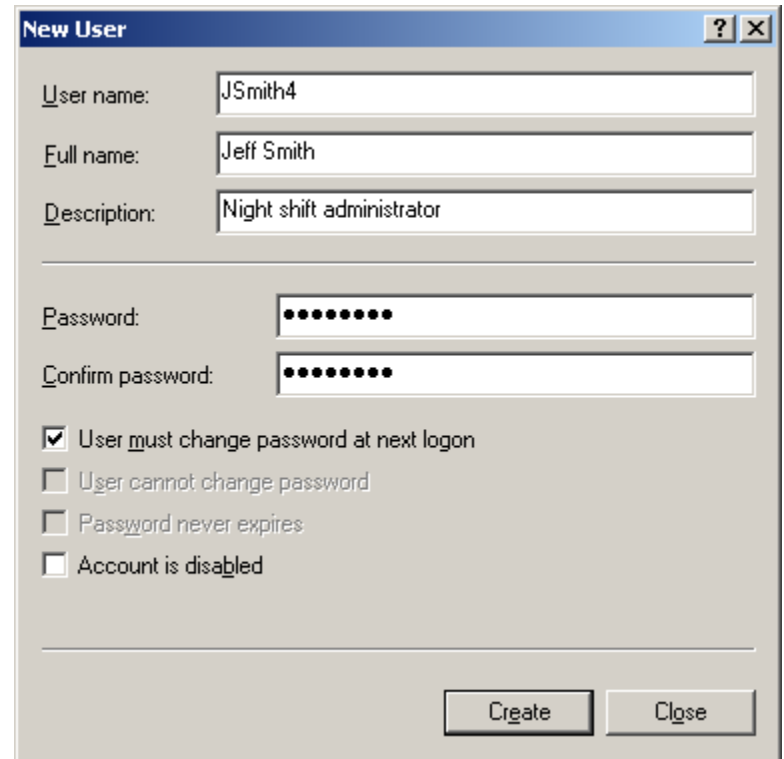
The New User Window

We will create an account for our evening network administrator by typing in their user name. In the corporation, we already have a number of employees with the J Smith name so our new account will have the first initial and the last name along with the number 4. We type in JSmith4 for the username.

We key in the person full name as Jeff Smith along with the description of night shift administrator.

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 Jeff Smith logins to the account, he will have to create his own smart password.

We finish this window by pressing the Create button.

The New Account Properties

After we press the Create command button , we will enter the JSmith4 Properties window. We can see the users full name, description and that he must change his password at next logon.

To join the administrators group, we must select the Member Of tab.
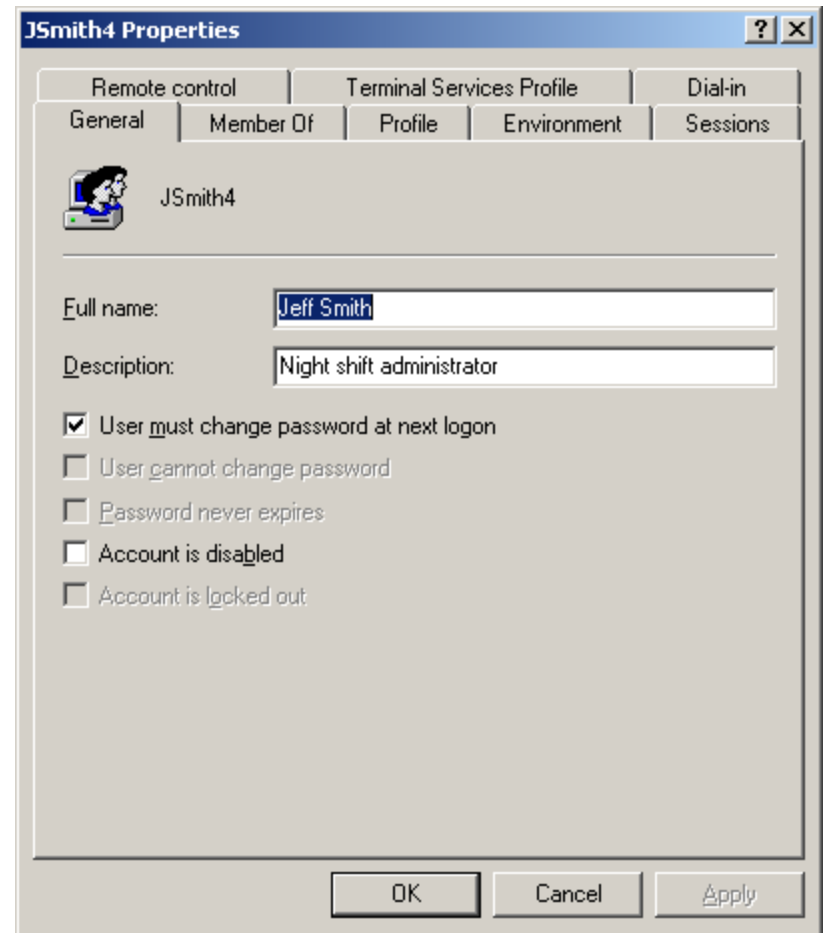
The Member Of Tab

In the Member Of tab, we press the Add button and the Select Groups window will appear. One of the preset groups in the Windows server is Administrators, so type that in the textbox and press the OK button. Now, we can see that Jeff belongs to the Users and Administrators groups. Press the Apply button and next we will visit the Sessions tab.
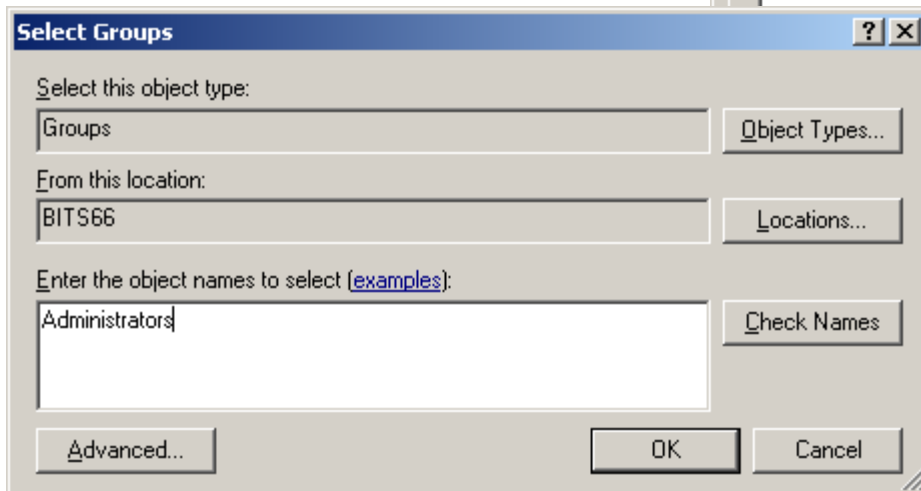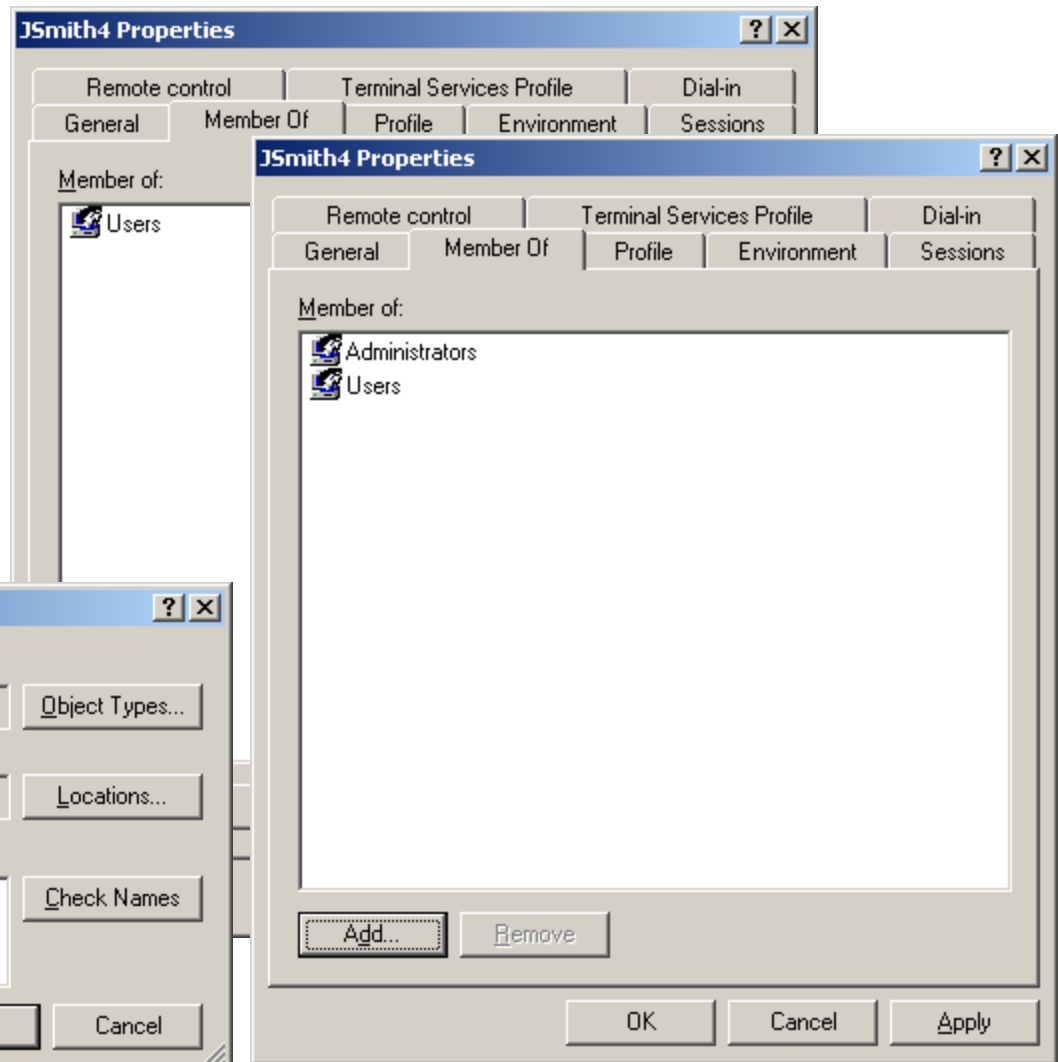
The Sessions Tab

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 never end a disconnected session. We will limit active sessions to 24 hours and idle sessions to 1 hour.
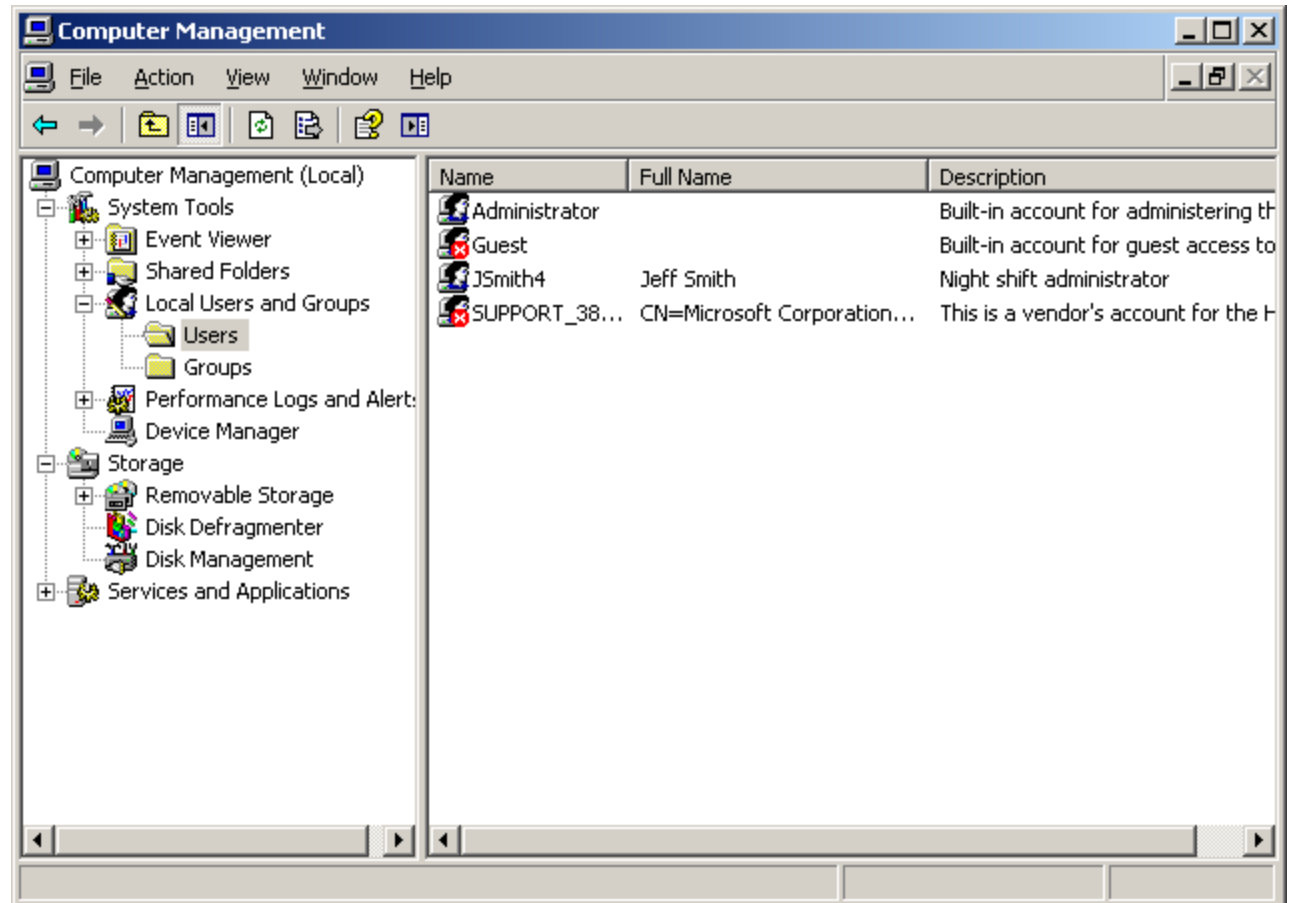
When sessions limits are reached or broken, we will end the session. And we will allow reconnection from any client computer.

Press the Apply command button fix the new settings and then press OK to close the JSmith4 Properties window.
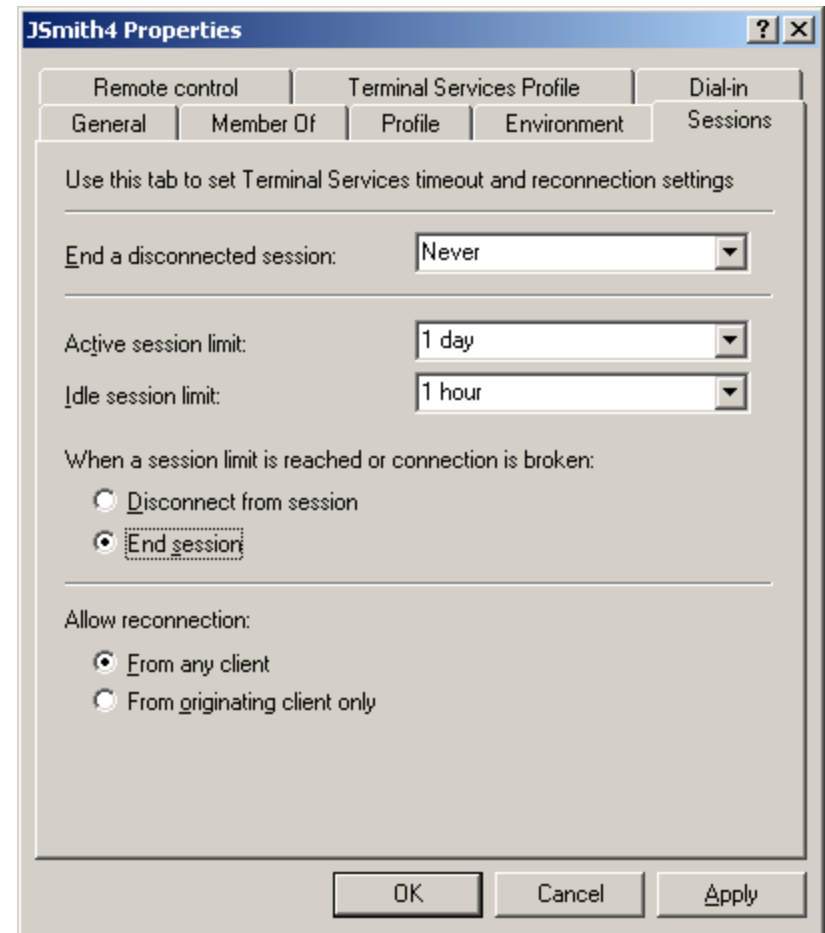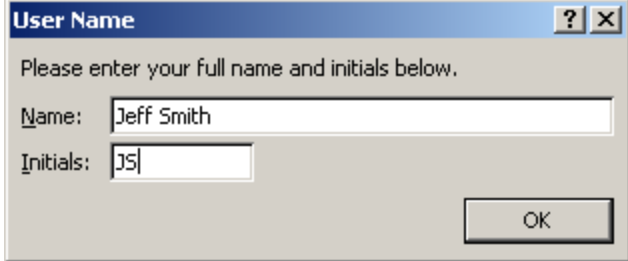
The Users Folder

We can see the finished Jsmith4 name in the User folder.

New User First Logon

When the new user logins for the first time on their computer, they will type in their username and password that we gave them, but now they will be prompted to type in and confirm a new password. For new employees, we can give them a paper that explains that our smart password criteria utilizes a minimum of seven characters, and the phrase should have three out of four of the following symbols, upper case letters, lower case letters, numbers and special characters.

After creating a new password, the user will be prompted with a User Name window asking for their name and initials. They should type the information and press the OK button.
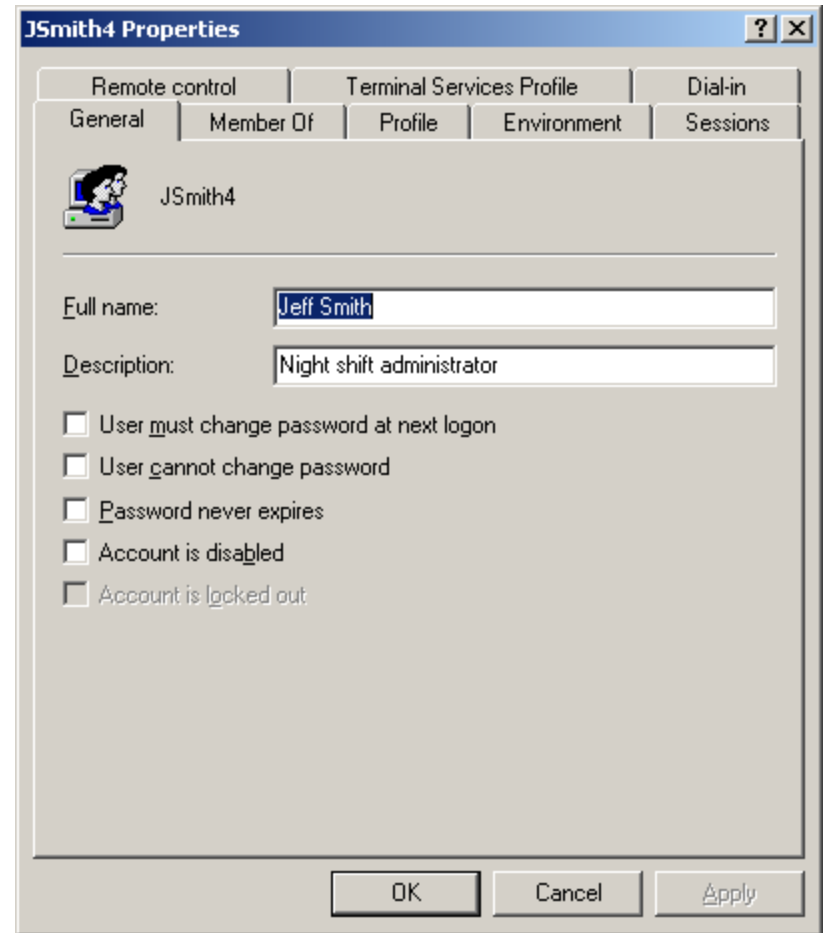
Checking their Account

Later in the day, we check the User folder and we notice the change. The top four checkboxes are now clear and active, so we know that the user has entered their own password.
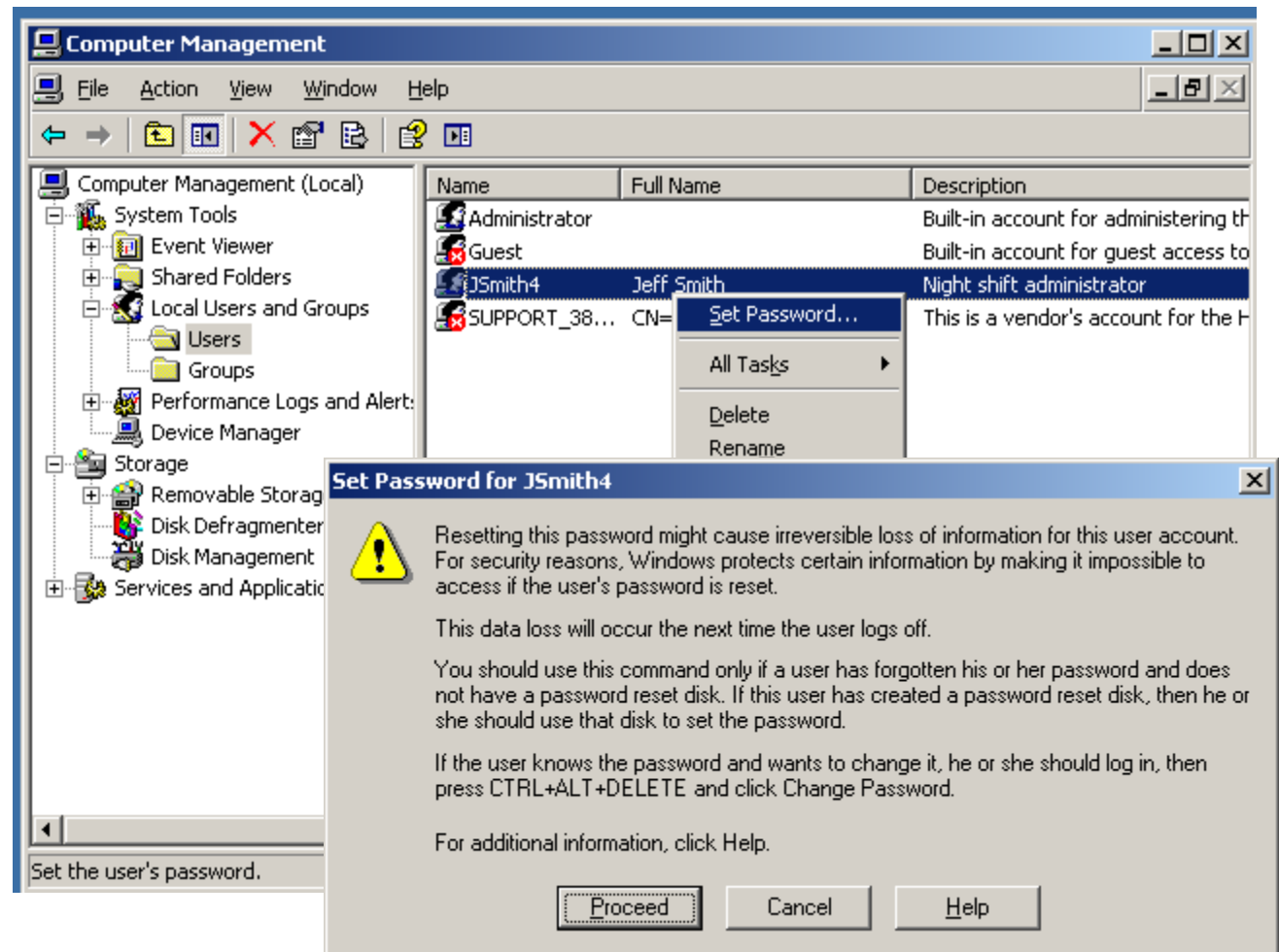
When the user goes on vacation or leaves the company, we will check the account is disabled checkbox.

Resetting a Password

Periodically, users forget their password. We can visit the User folder, right click on the name and select Set Password.

A warning screen appears and we can pick the Proceed button.

Set Password Window

We need to type and conform a new password and push the OK command button.

A smaller dialogue box will appear telling you the account password has been set.

We need to give the new password to the user and check the User must change password on the first logon checkbox.

More Defined Groups

There are more defined groups than users and administrators that we utilize with a Windows Server.

We will learn about these other groups in future lessons.