

# Creating a New User Template

July 12, 2011

# Why Use a Template

Adding each new member into Active Directory can be a lot of typing, so we can create a user template and fill in the information and settings that are common to each person in that group. The user templates can be named LAN Manager Template, Students or Supervisors and we can place the defaults attributes for these positions in their template.

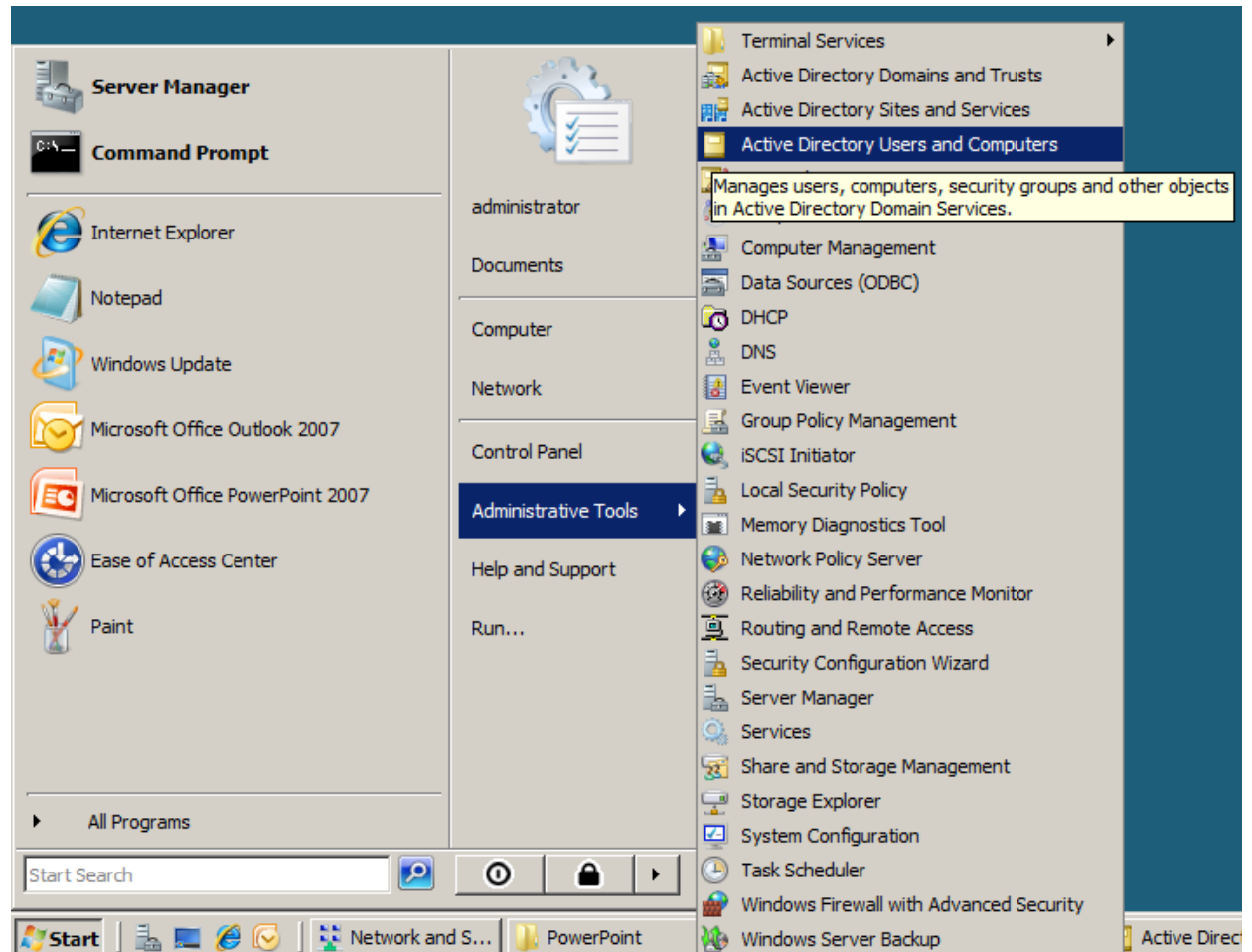
We eventually use scripts to load large numbers of individuals into Active Directory, but templates can still be helpful.



# The Start Menu

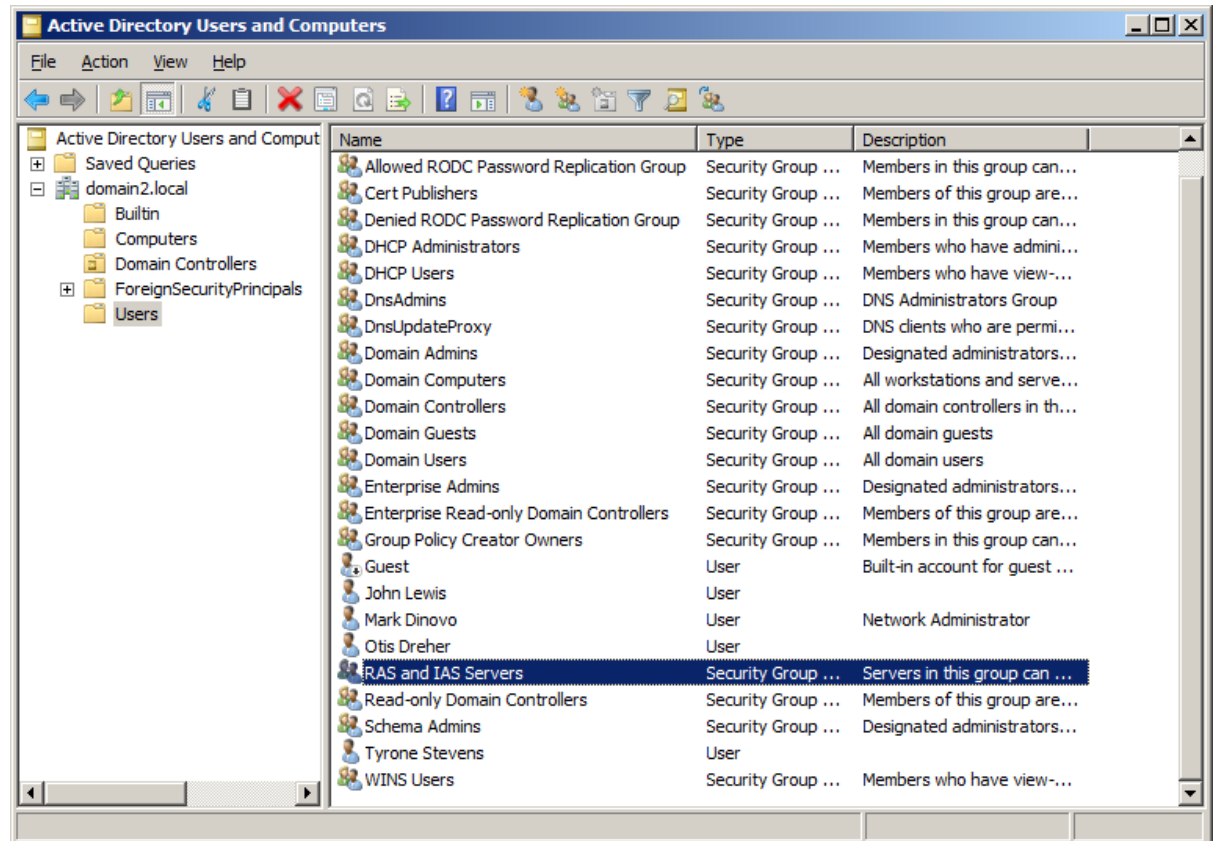
The Active Directory Users and Computers window will give us access to such tools as adding a new user or group to the Windows Server.

To open the Active Directory Users and Computers window, we select the Start button, Administrative Tools and then Active Directory Users and Computers.



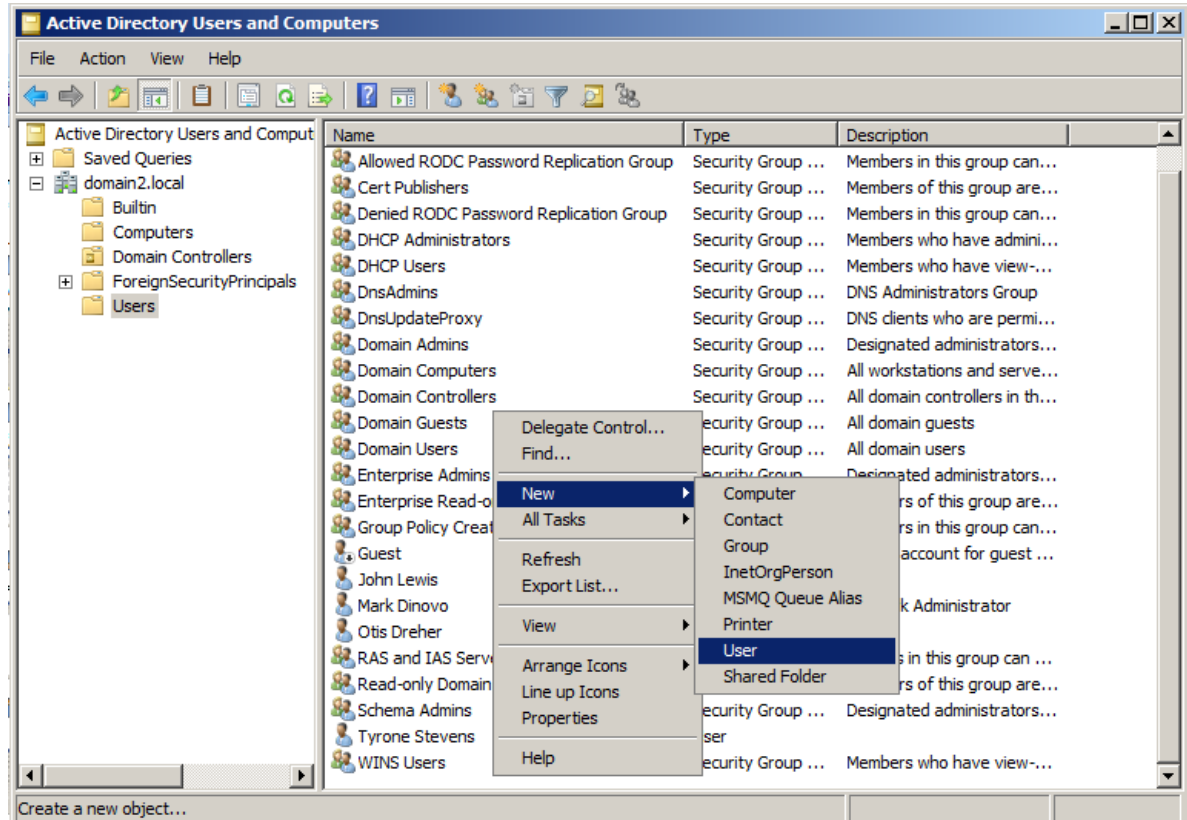
# Active Directory Users and Computers Window

To add a new user template to the Windows 2008 Server, we need to put in a new user account. We can accomplish this act by selecting User in the left pane. We can see two Groups and Users appear in the right pane.



# Adding a New User

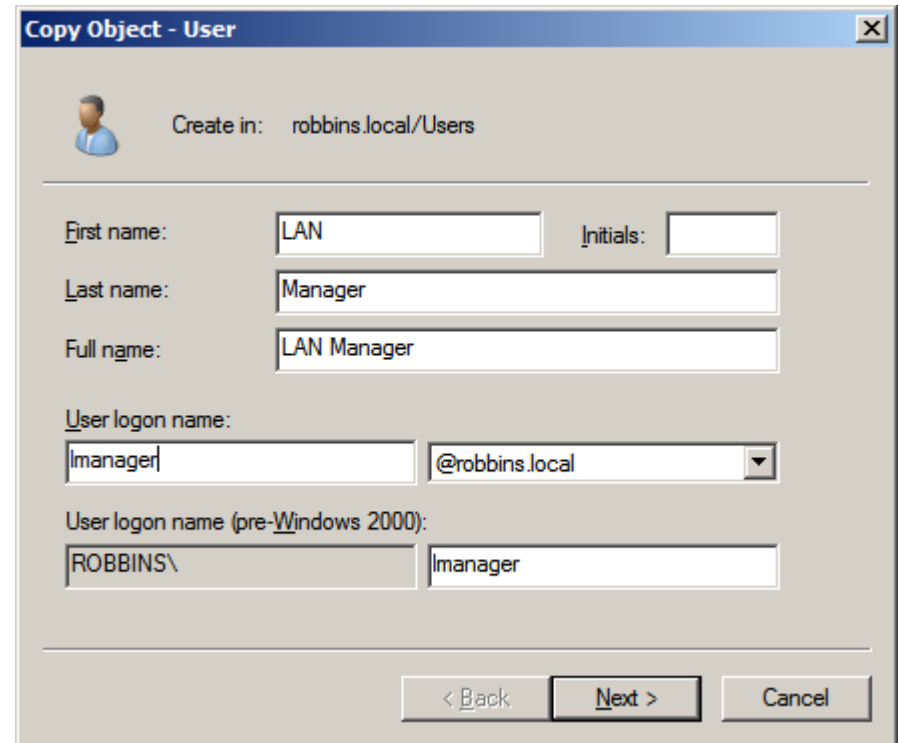
With the Users folder selected, we observe the existing accounts in the right pane. To add a template, right click in the right pane and when the popup menu appears, we can select New and then User.



# The New Object - User Window

We will create template by typing in LAN for the first name and Manager for the last name. We will type lmanager for the user logon name.

We finish this window by pressing the Next button.



Copy Object - User

Create in: robbins.local/Users

First name: LAN Initials:

Last name: Manager

Full name: LAN Manager

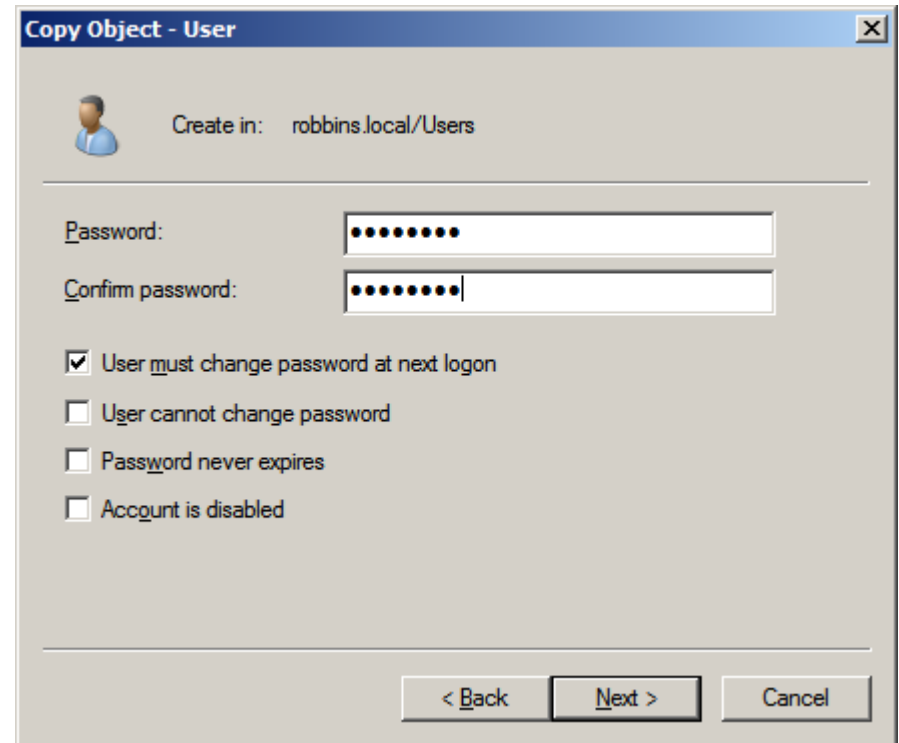
User logon name: lmanager @robbins.local

User logon name (pre-Windows 2000): ROBBINS\ lmanager

< Back Next > Cancel

# Password Setup

Next, we have to assign and confirm a password to the account. The secret phrase must meet the smart password criteria we previously setup. We will not have anyone use the account template so the password will never change.



Copy Object - User

Create in: robbins.local/Users

Password: [masked]

Confirm password: [masked]

User must change password at next logon

User cannot change password

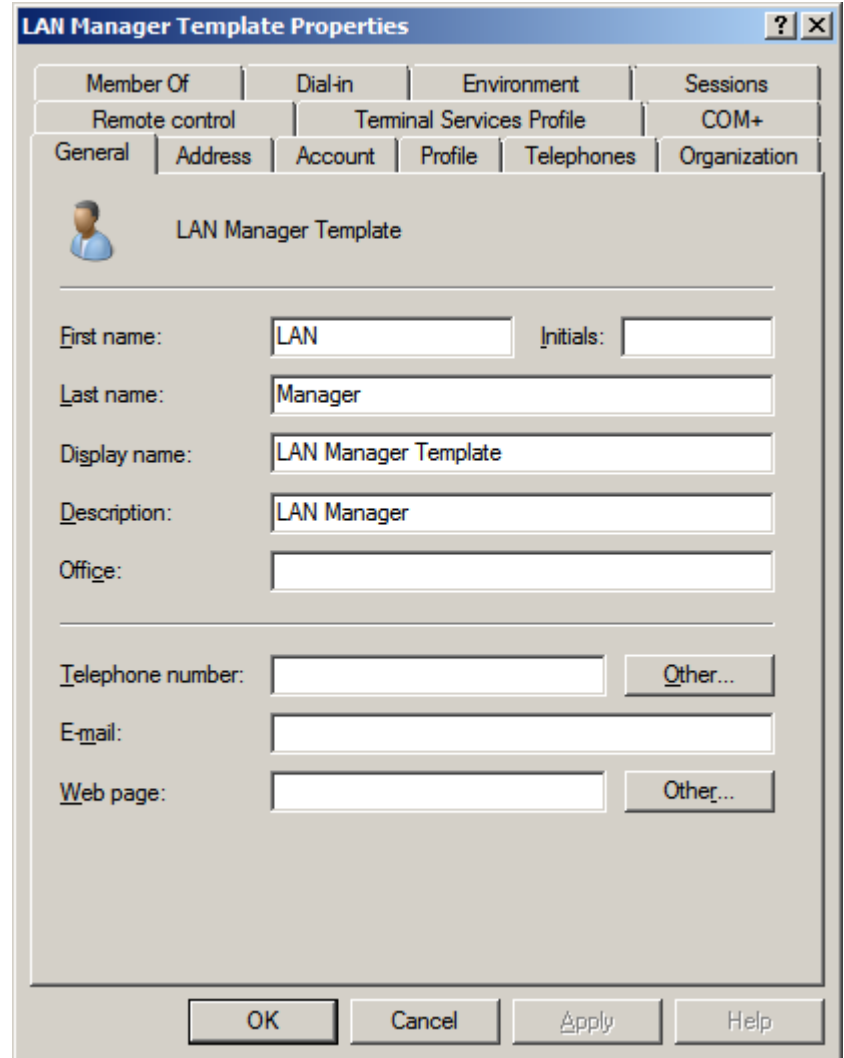
Password never expires

Account is disabled

< Back   Next >   Cancel

# General Tab

The full display name will be LAN Manager Template. The job description is LAN Manager. We will leave the office, telephone number, email and web page textboxes empty. We press the Apply button to set the data to the Active Directory database.



The screenshot shows the 'LAN Manager Template Properties' dialog box with the 'General' tab selected. The dialog has a title bar with a question mark and a close button. Below the title bar are several tabs: 'Member Of', 'Dial-in', 'Environment', 'Sessions', 'Remote control', 'Terminal Services Profile', 'COM+', 'General', 'Address', 'Account', 'Profile', 'Telephones', and 'Organization'. The 'General' tab is active, showing a user icon and the name 'LAN Manager Template'. Below this, there are several text input fields: 'First name:' with 'LAN' entered, 'Initials:' (empty), 'Last name:' with 'Manager' entered, 'Display name:' with 'LAN Manager Template' entered, 'Description:' with 'LAN Manager' entered, and 'Office:' (empty). At the bottom, there are fields for 'Telephone number:', 'E-mail:', and 'Web page:', all of which are empty. To the right of the 'Telephone number:' and 'Web page:' fields are buttons labeled 'Other...'. At the very bottom of the dialog are four buttons: 'OK', 'Cancel', 'Apply', and 'Help'.

| Member Of      | Dial-in                   | Environment | Sessions |            |              |
|----------------|---------------------------|-------------|----------|------------|--------------|
| Remote control | Terminal Services Profile |             | COM+     |            |              |
| General        | Address                   | Account     | Profile  | Telephones | Organization |

LAN Manager Template

First name: LAN Initials:

Last name: Manager

Display name: LAN Manager Template

Description: LAN Manager

Office:

Telephone number:  Other...

E-mail:

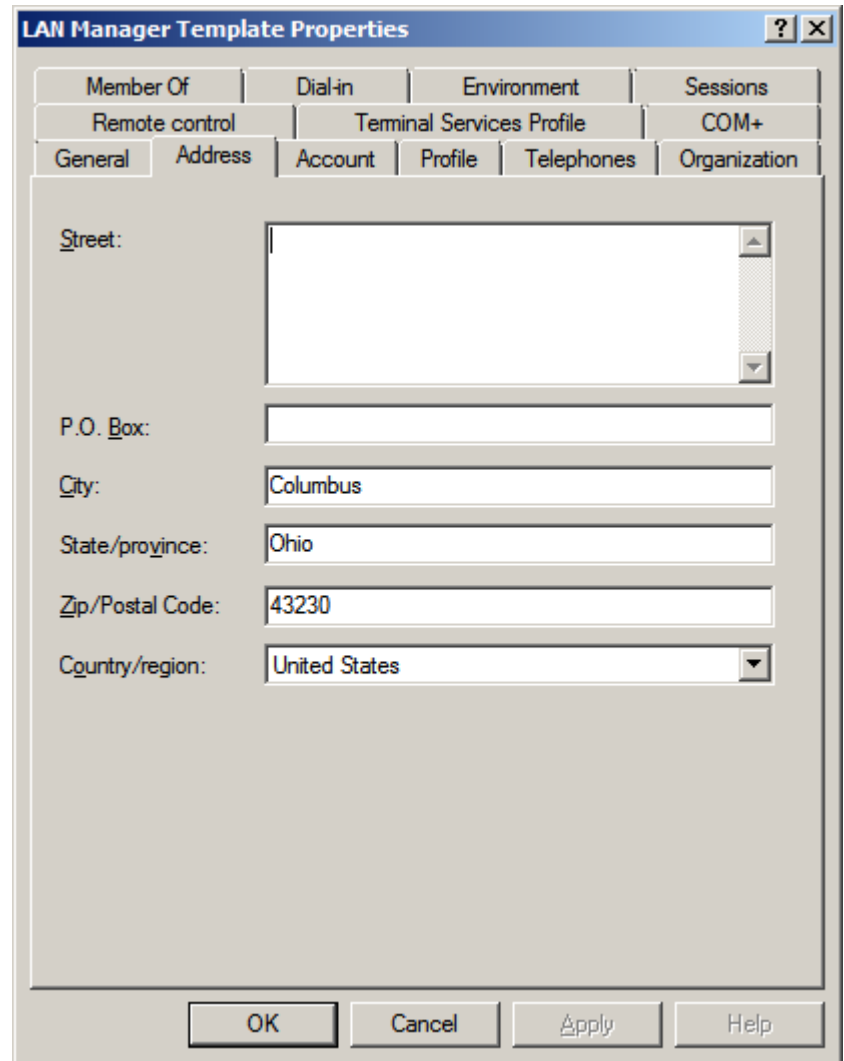
Web page:  Other...

OK Cancel Apply Help



# Address Tab

The template can have a default city, state, zip code and country that is shown in Active Directory. We can leave their street address and P.O. Box empty.



The screenshot shows the 'LAN Manager Template Properties' dialog box with the 'Address' tab selected. The dialog has a title bar with a question mark and a close button. Below the title bar is a tabbed interface with the following tabs: Member Of, Dial-in, Environment, Sessions, Remote control, Terminal Services Profile, COM+, General, Address (selected), Account, Profile, Telephones, and Organization. The 'Address' tab contains the following fields:

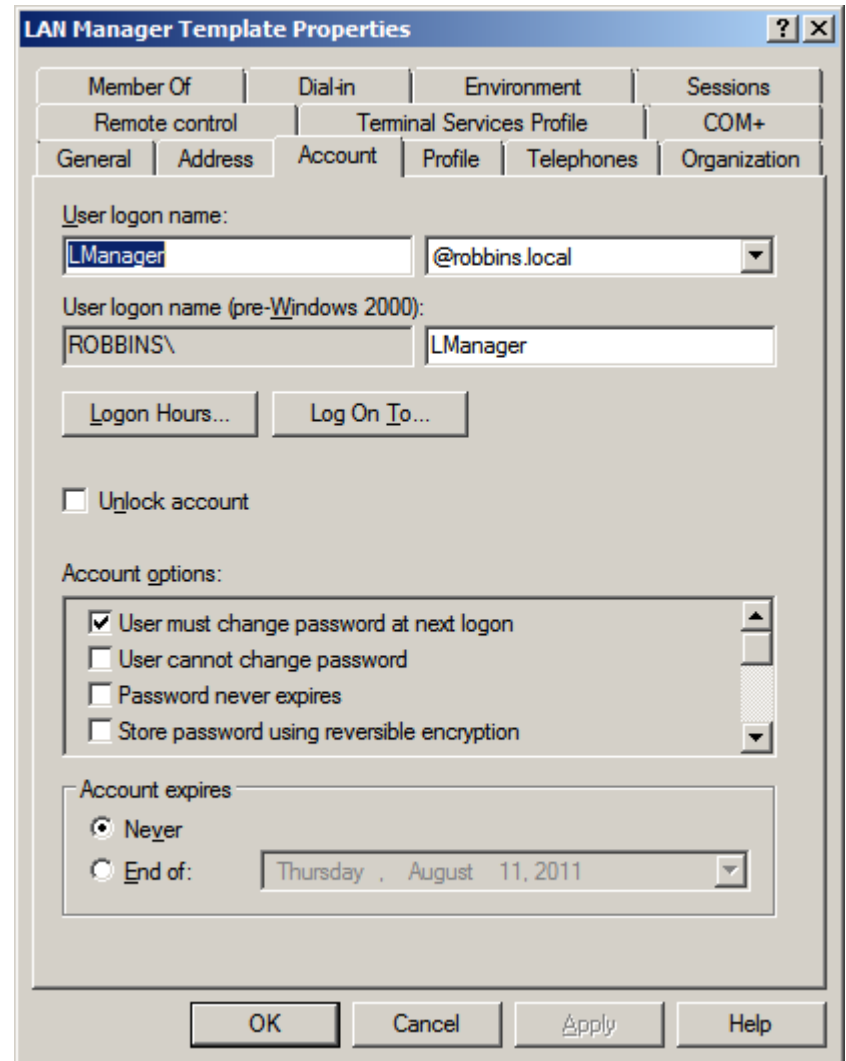
|                  |  |
|------------------|--|
| Street:          | <input type="text"/>                       |
| P.O. Box:        | <input type="text"/>                       |
| City:            | <input type="text" value="Columbus"/>      |
| State/province:  | <input type="text" value="Ohio"/>          |
| Zip/Postal Code: | <input type="text" value="43230"/>         |
| Country/region:  | <input type="text" value="United States"/> |

At the bottom of the dialog are four buttons: OK, Cancel, Apply, and Help.

# Account Tab

In the Account tab, we will set the individual's logon hours and the computer or computers they can logon to. When you set the logon hours, it will apply to the new user when we copy the template.

On this tab, we did not make any changes.

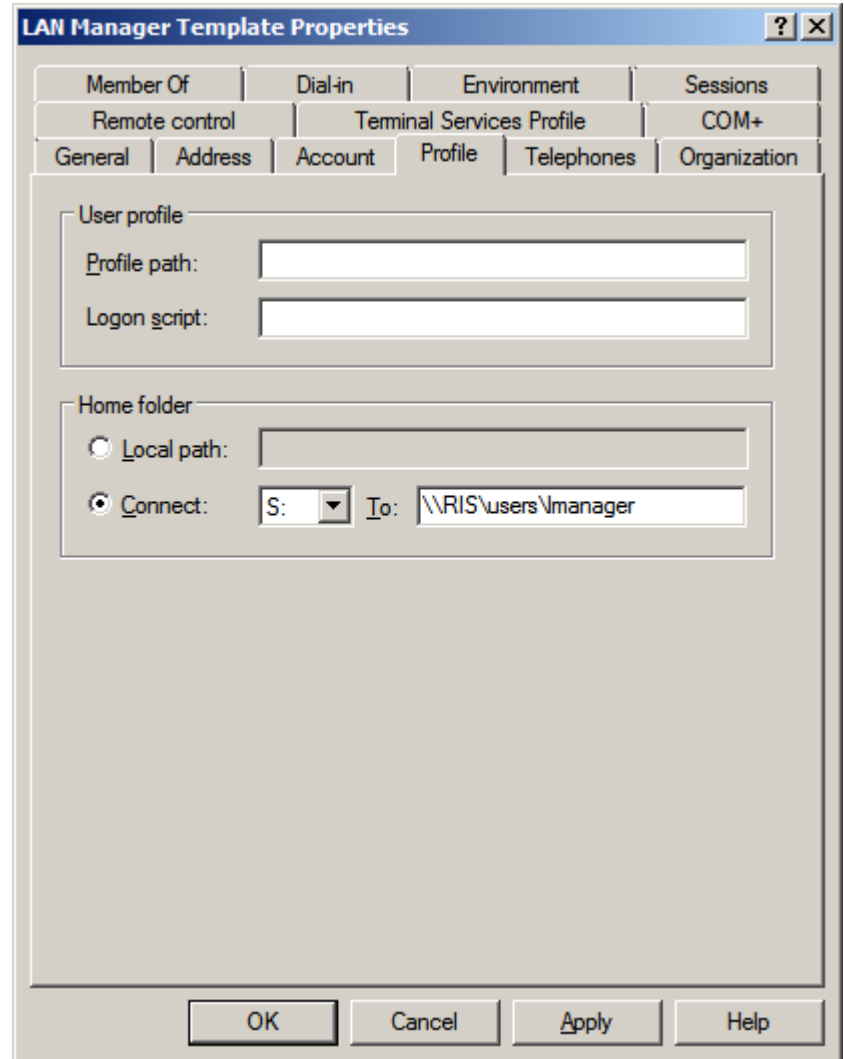


# Profile Tab

We will make a home folder for our template by assigning a drive letter and a path to the user's folder. The path should be \\server name\shared folder name\username. In our example, we made a shared accounting folder on the RIS server and after applying the home folder, the lmanager folder is created.

If we get an error message, we should follow the procedure on the next two slides to share the users directory on the C: drive.

We will leave the roaming profile path and login script empty.

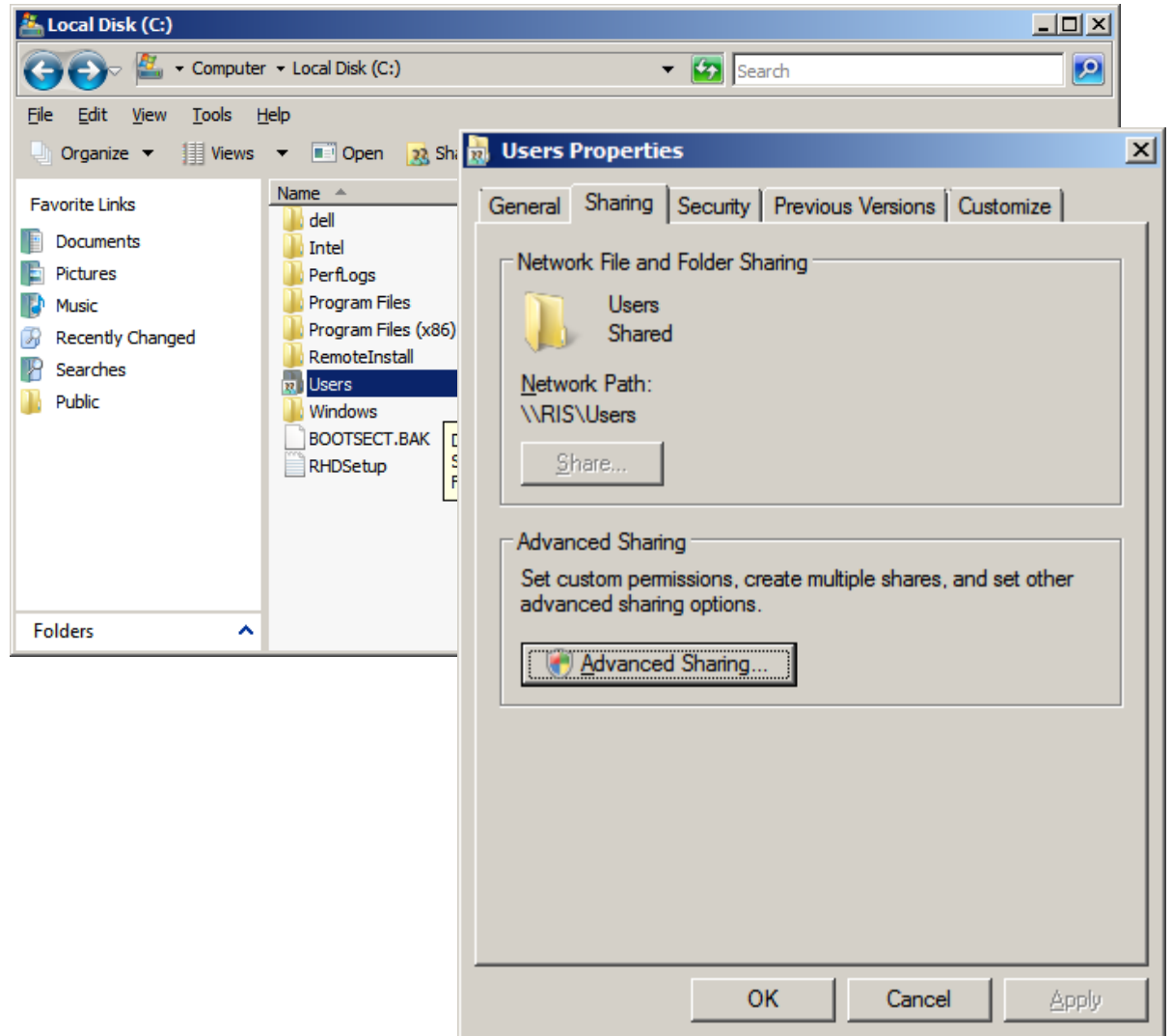


The screenshot shows the 'LAN Manager Template Properties' dialog box with the 'Profile' tab selected. The dialog has a title bar with a question mark and a close button. Below the title bar are several tabs: 'Member Of', 'Dial-in', 'Environment', 'Sessions', 'Remote control', 'Terminal Services Profile', 'COM+', 'General', 'Address', 'Account', 'Profile', 'Telephones', and 'Organization'. The 'Profile' tab is active, showing two sections: 'User profile' and 'Home folder'. In the 'User profile' section, the 'Profile path' and 'Logon script' fields are empty. In the 'Home folder' section, the 'Local path' radio button is unselected, and the 'Connect' radio button is selected. The 'Connect' section shows a drive letter dropdown set to 'S:' and a path field containing '\\RIS\users\lmanager'. At the bottom of the dialog are four buttons: 'OK', 'Cancel', 'Apply', and 'Help'.

# Users Folder

In order to create a new folder in the Users directory, we right click on the Users folder on our server disk (c:). The network file should be shared.

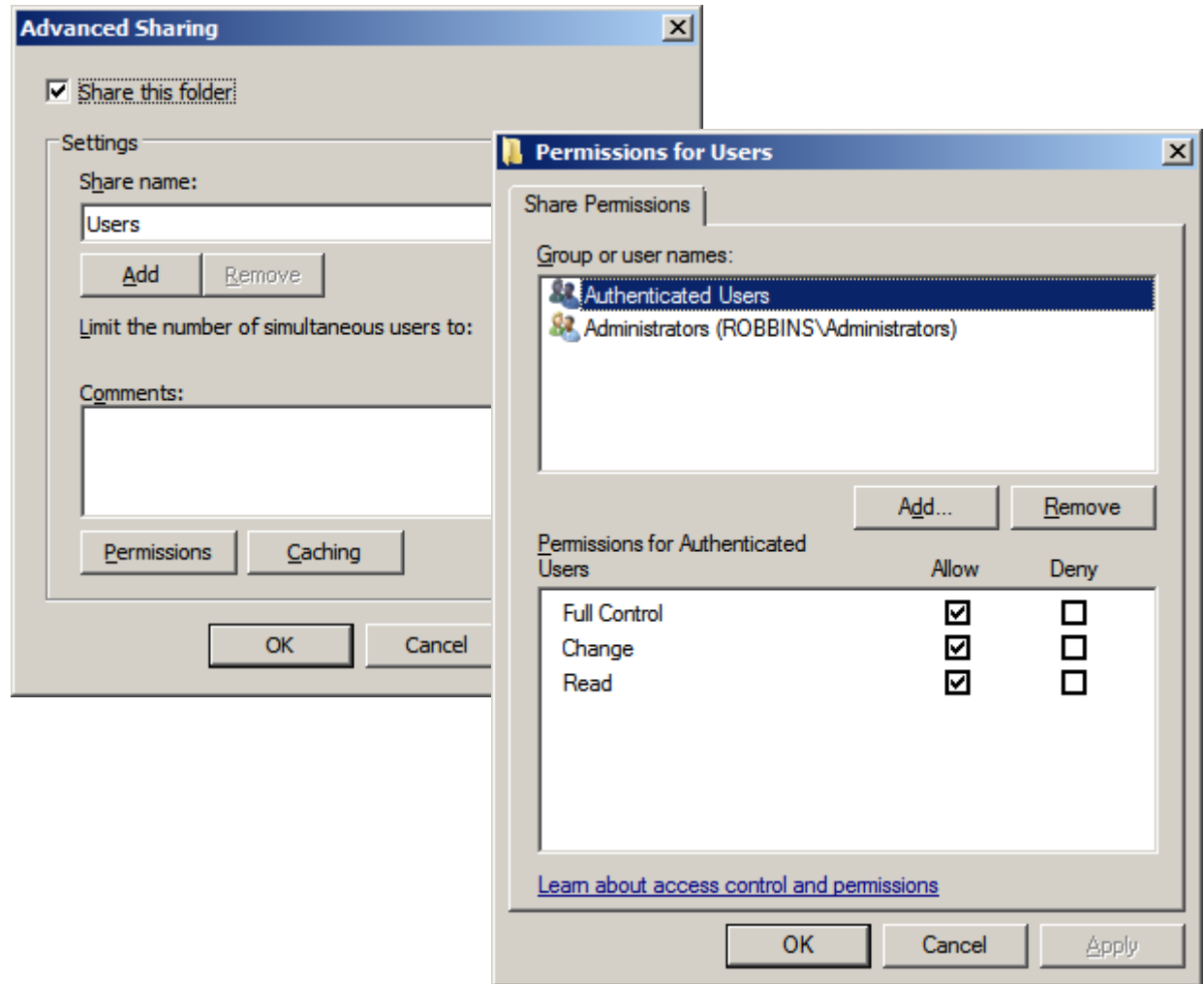
To check for permissions, we pick the Advanced Sharing button.



# Advanced Sharing and Permissions

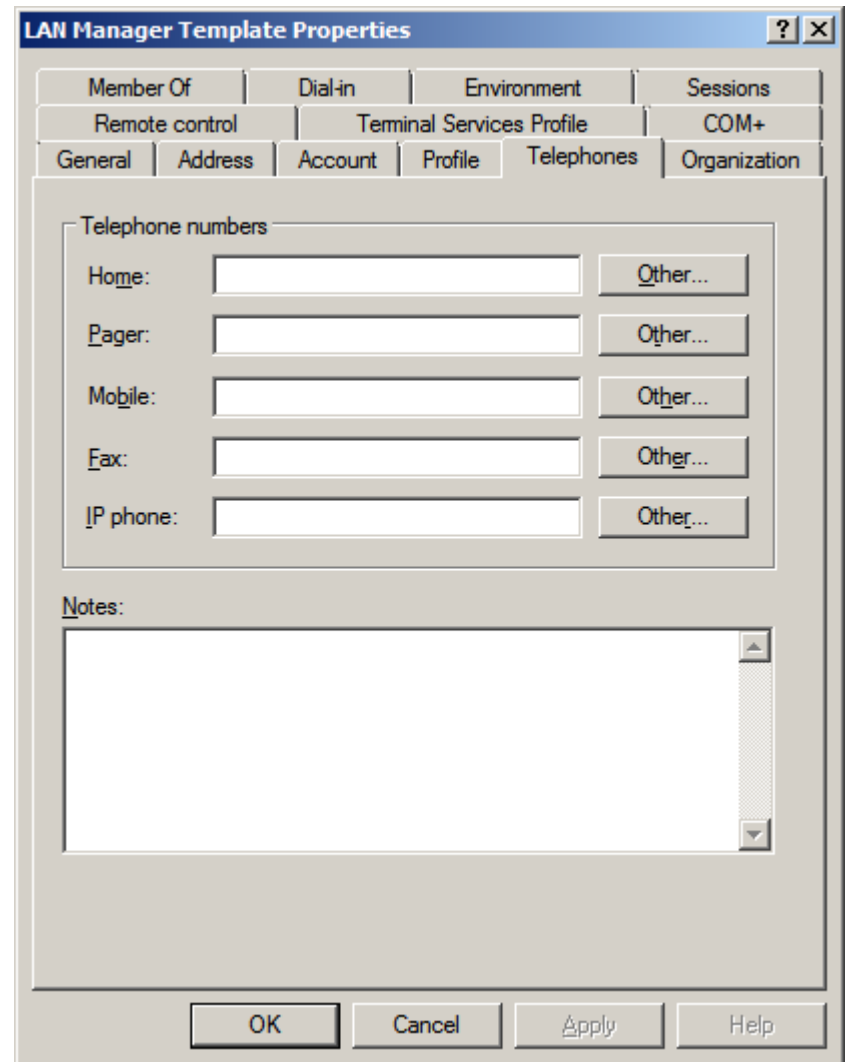
Both Administrators and Authenticated Users will have full control, change and read access.

After making any changes and when we apply the home folder, the new account will have a home directory.



# Telephone Tab

We will leave the Telephone tab empty since this is different for each person in Active Directory. We could have the same fax number for a group.



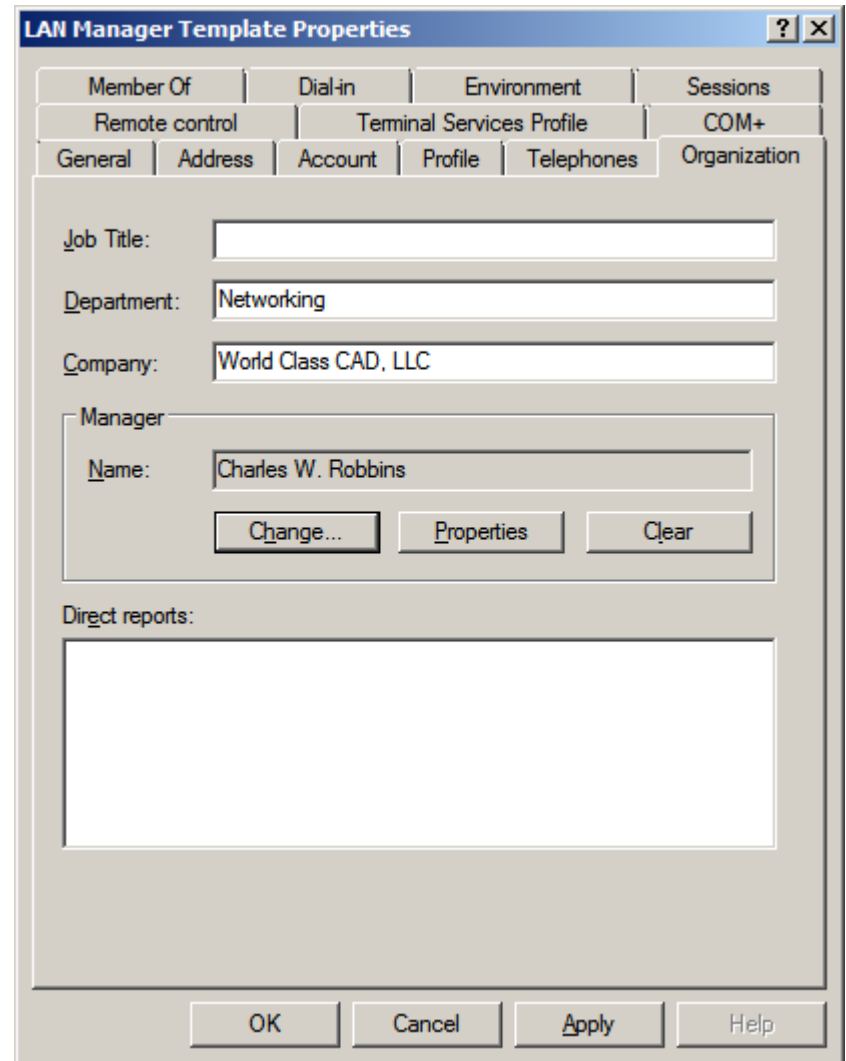
The screenshot shows the 'LAN Manager Template Properties' dialog box with the 'Telephones' tab selected. The dialog has a title bar with a question mark and a close button. Below the title bar are several tabs: 'Member Of', 'Dial-in', 'Environment', 'Sessions', 'Remote control', 'Terminal Services Profile', 'COM+', 'General', 'Address', 'Account', 'Profile', 'Telephones', and 'Organization'. The 'Telephones' tab is active and contains a section titled 'Telephone numbers' with five rows of input fields and buttons:

| Label     | Input Field          | Button   |
|-----------|----------------------|----------|
| Home:     | <input type="text"/> | Other... |
| Pager:    | <input type="text"/> | Other... |
| Mobile:   | <input type="text"/> | Other... |
| Fax:      | <input type="text"/> | Other... |
| IP phone: | <input type="text"/> | Other... |

Below the telephone numbers section is a 'Notes:' section with a large empty text area and a vertical scrollbar. At the bottom of the dialog are four buttons: 'OK', 'Cancel', 'Apply', and 'Help'.

# Organization Tab

On our template, we type the department and company name in the suitable textboxes. We also add their manager name by clicking on the Change button and adding the supervisor's username.



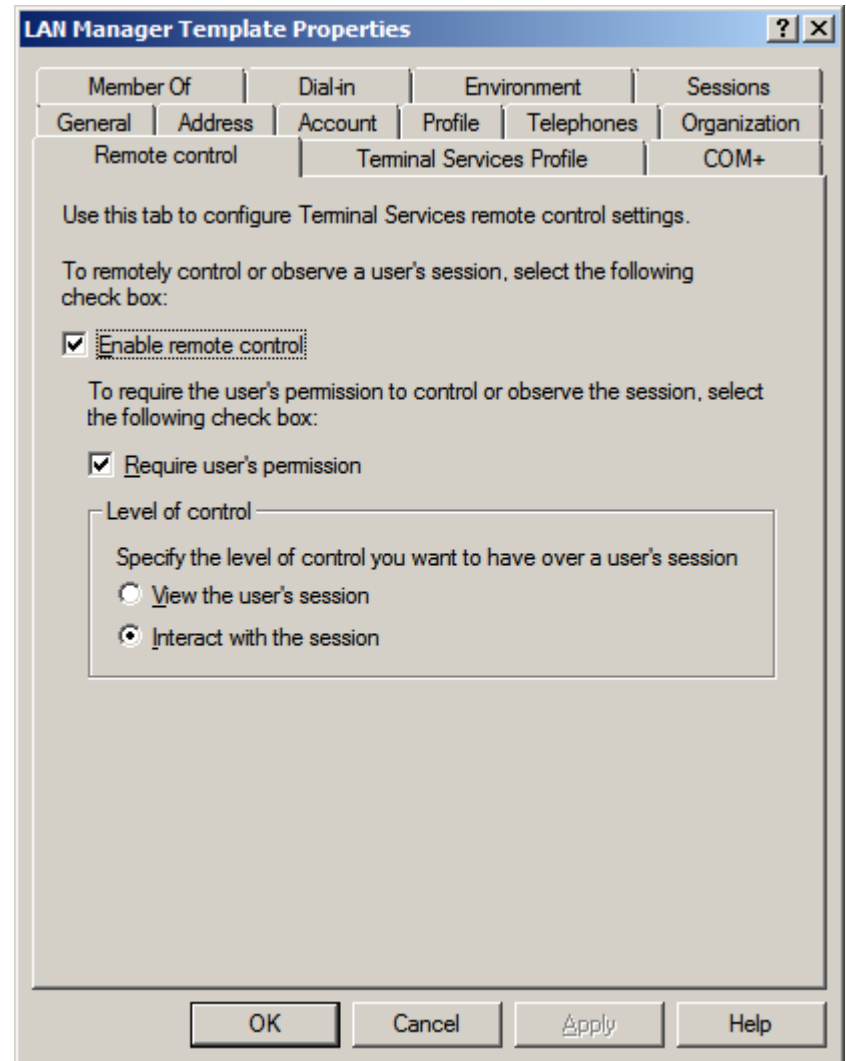
The screenshot shows the 'LAN Manager Template Properties' dialog box with the 'Organization' tab selected. The dialog has a title bar with a question mark and a close button. Below the title bar is a tabbed interface with the following tabs: Member Of, Dial-in, Environment, Sessions, Remote control, Terminal Services Profile, COM+, General, Address, Account, Profile, Telephones, and Organization. The 'Organization' tab is active and contains the following fields and controls:

- Job Title: [Empty text box]
- Department: [Networking]
- Company: [World Class CAD, LLC]
- Manager section:
  - Name: [Charles W. Robbins]
  - Change... button
  - Properties button
  - Clear button
- Direct reports: [Empty list box]

At the bottom of the dialog are four buttons: OK, Cancel, Apply, and Help.

# Remote Control Tab

We will enable remote control for the template.





# Terminal Services Profile Tab

We did not make any change to the Terminal Services tab.

The screenshot shows the 'LAN Manager Template Properties' dialog box with the 'Terminal Services Profile' tab selected. The dialog has a title bar with a question mark and a close button. Below the title bar is a tabbed interface with the following tabs: Member Of, Dial-in, Environment, Sessions, General, Address, Account, Profile, Telephones, Organization, Remote control, Terminal Services Profile (selected), and COM+. The main content area contains the following text and controls:

Use this tab to configure the Terminal Services user profile. Settings in this profile apply to Terminal Services.

Terminal Services User Profile

Profile Path:

Terminal Services Home Folder

Local path

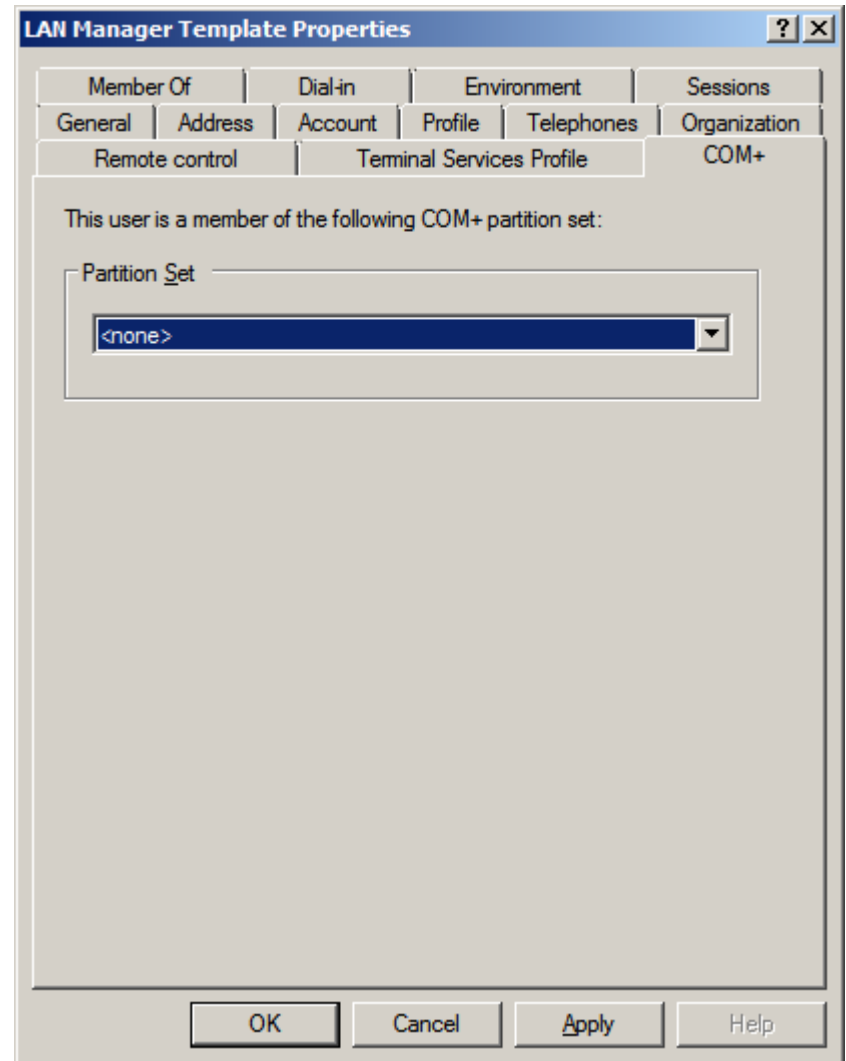
Connect:

Deny this user permissions to log on to Terminal Server

At the bottom of the dialog are four buttons: OK, Cancel, Apply, and Help.

# COM+ Tab

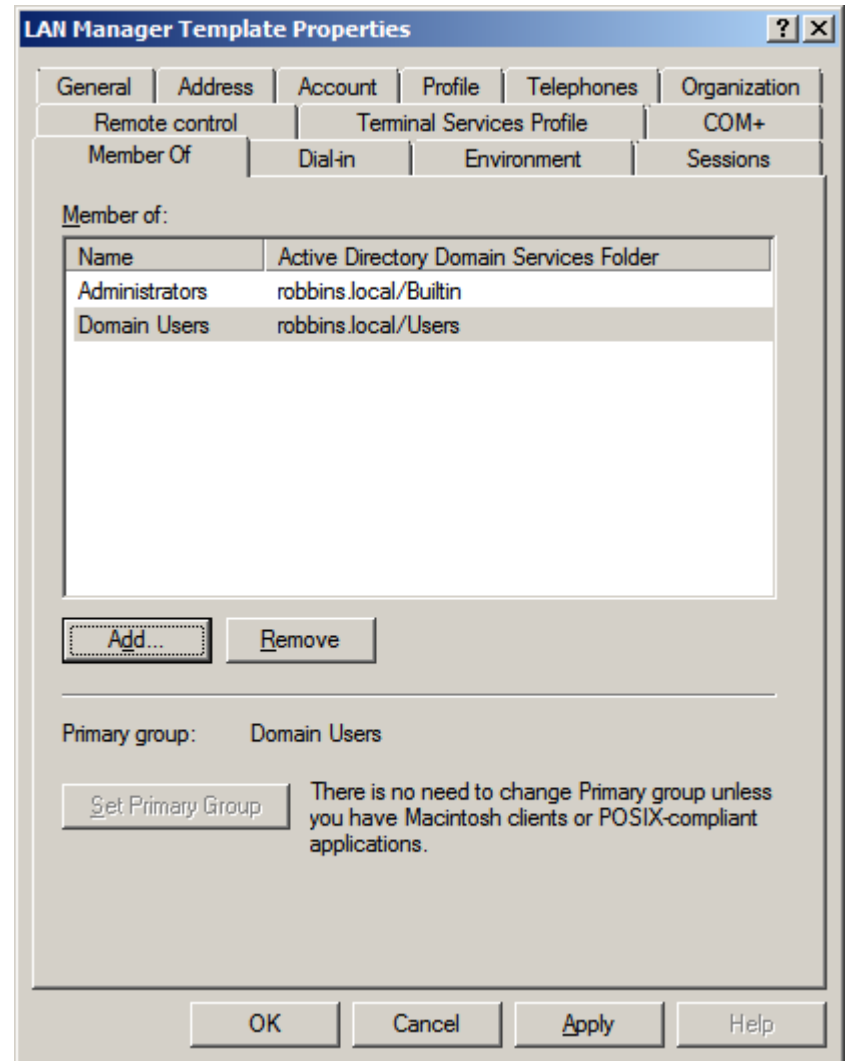
We did not make any changes to the COM+ tab.



# Member of Tab

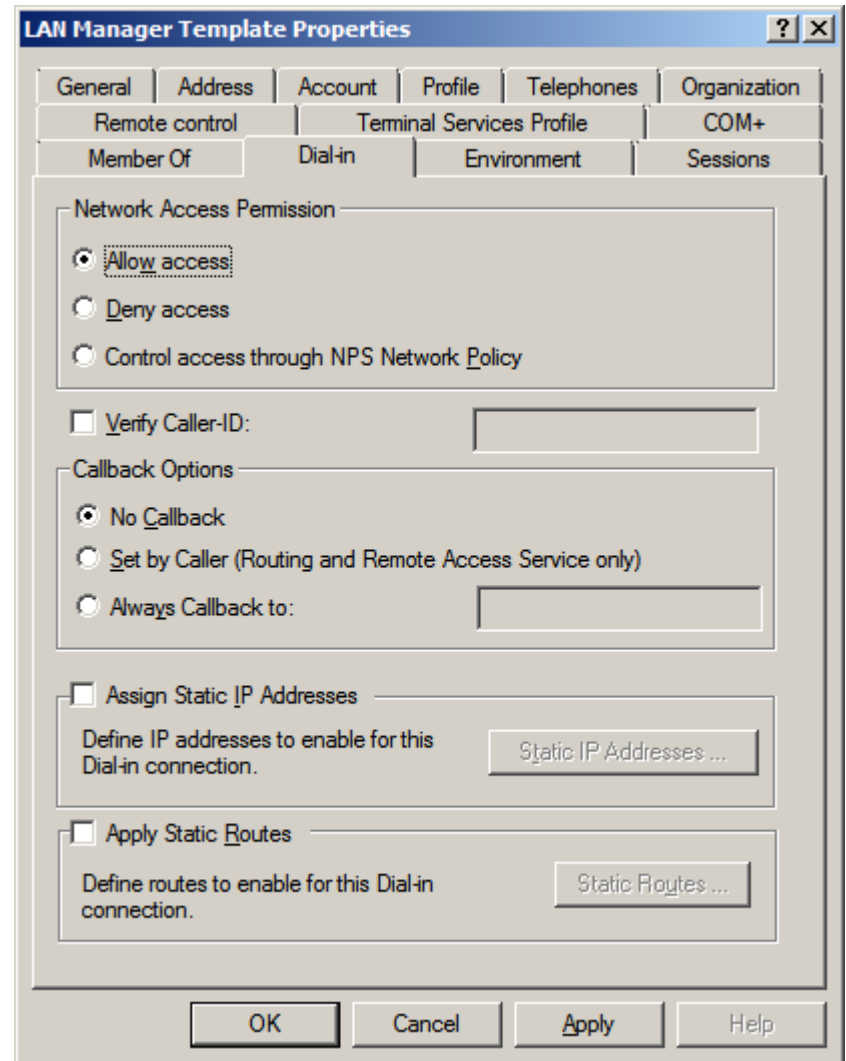
All of our LAN Managers will be administrators, so we will add that group to the Member of list.

In the Member Of tab, we press the Add button and the Select Groups window will appear. One of the groups in the Windows server is administrators, so type that in the textbox and press the OK button. Now, we can see that Tina belongs to the Domain Users and Administrators groups.



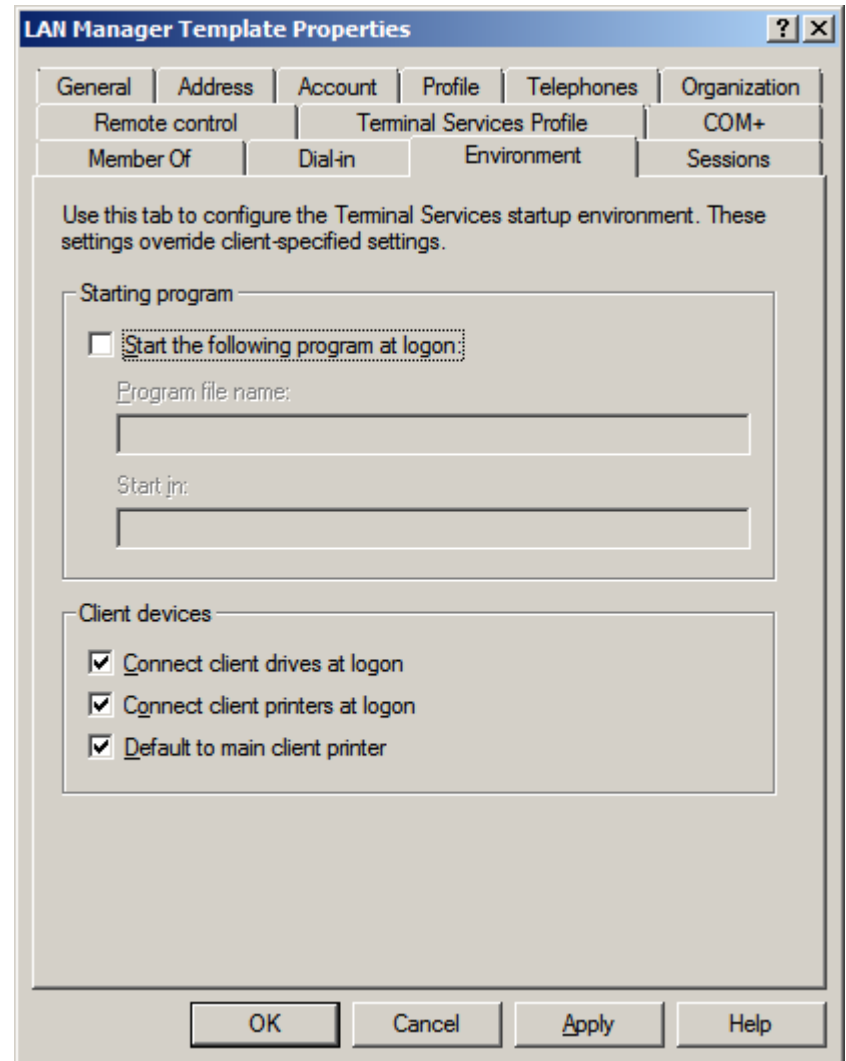
# Dial-In Tab

We will allow for dial in access for our employees to work at home. The remote access we will use is the Virtual Private Network.



# Environment Tab

Presently, we will not start any specific program for the client. We can add a company web page to be launched at the beginning of the session.

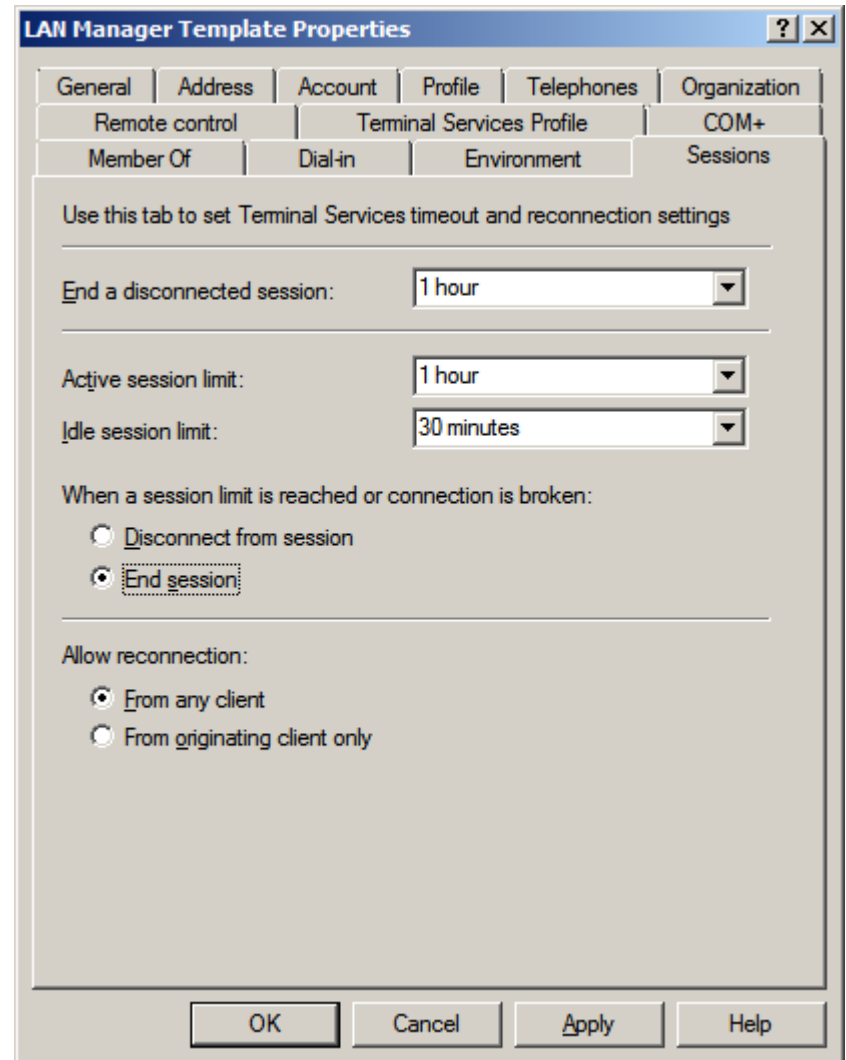


# Sessions Tab

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

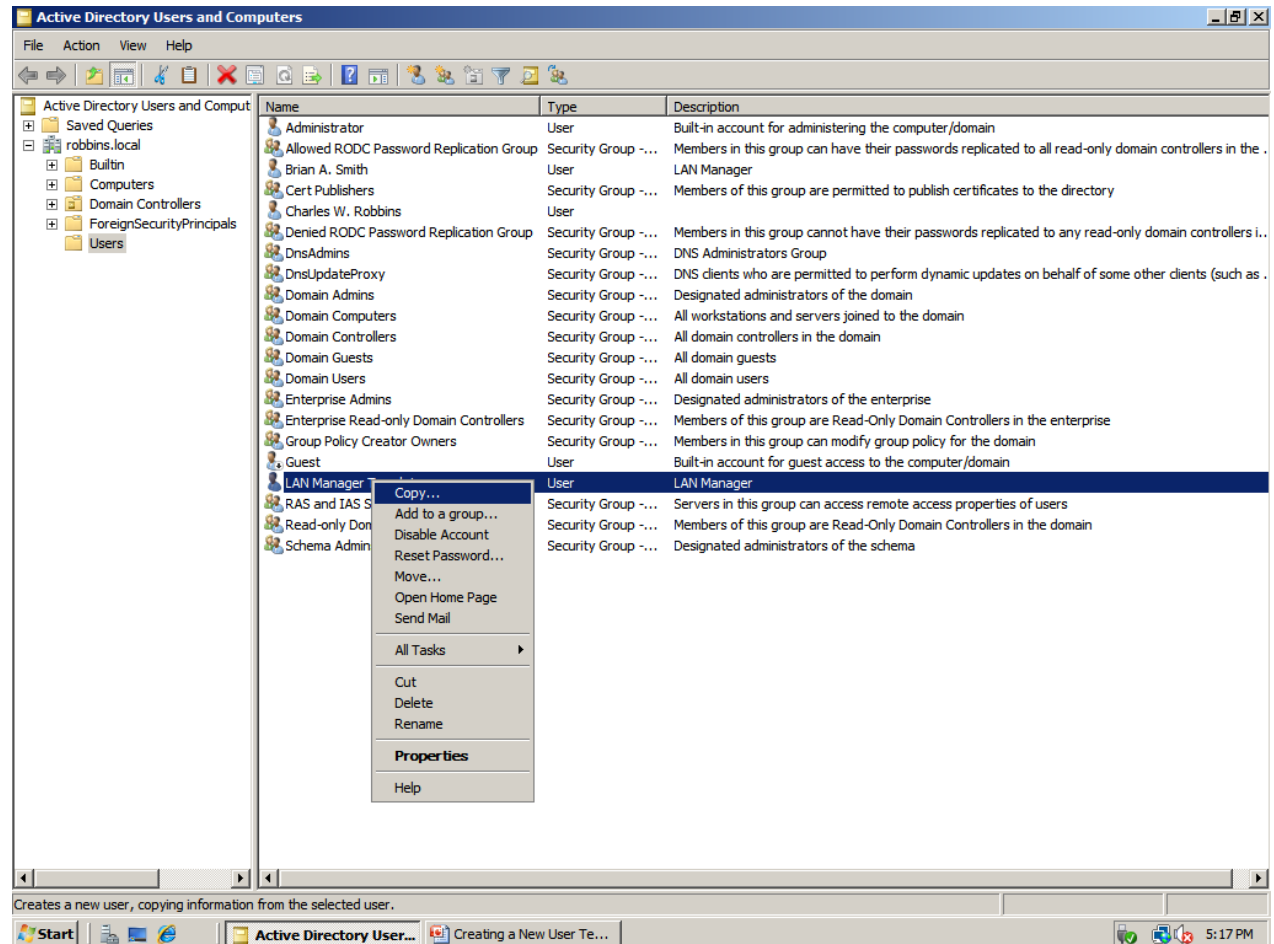
For our template, we will never end a disconnected session in 1 hour. We will limit active sessions to 24 hours and idle sessions to 30 minutes.

When sessions limits are reached or broken, we will end the session. And we will allow reconnection from any client computer.



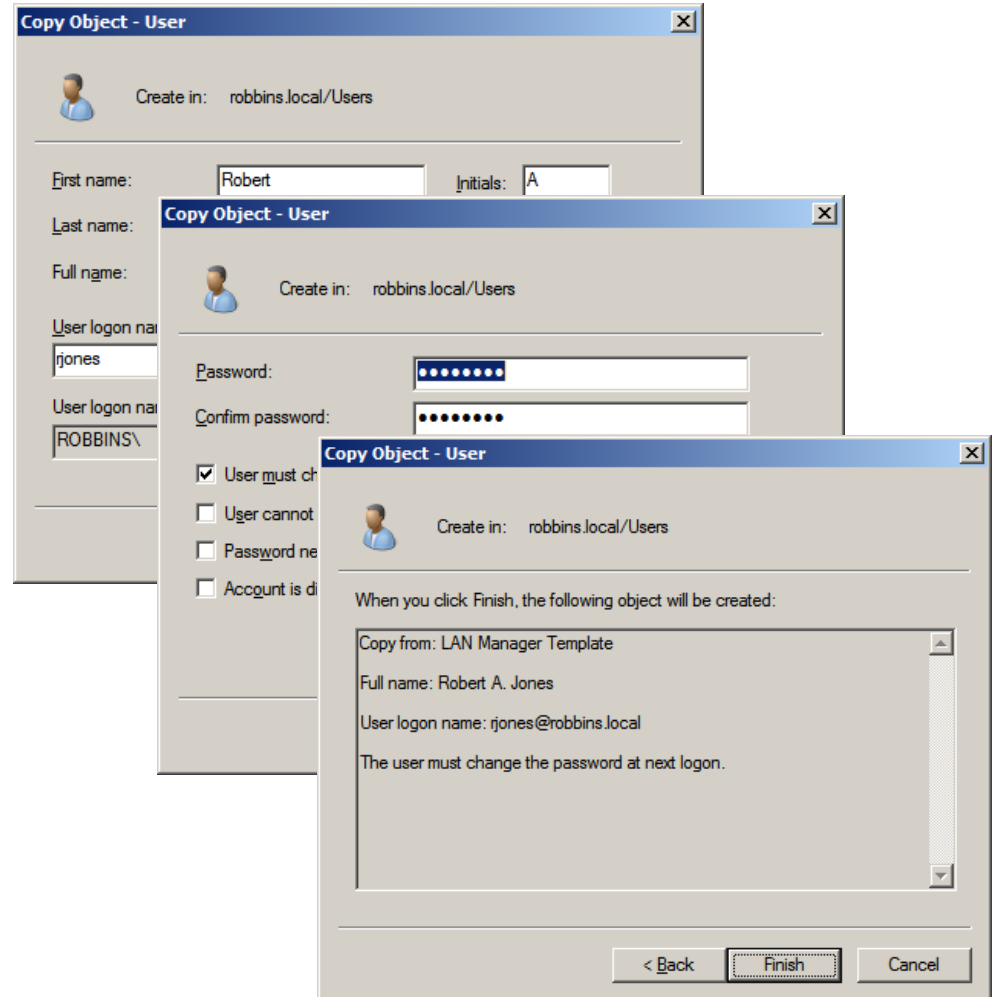
# Copying the Template

To make a new LAN Manager, we just right click on the LAN Manager Template and choose copy.



# Adding a New User using a Template

The New Object – User window will appear and we create an account for the new LAN manager just as we have done before. The only difference is that many of the fields from the template in the Properties window will be filled out.





# Adding an Address

We just have to add their street address on the Address tab.

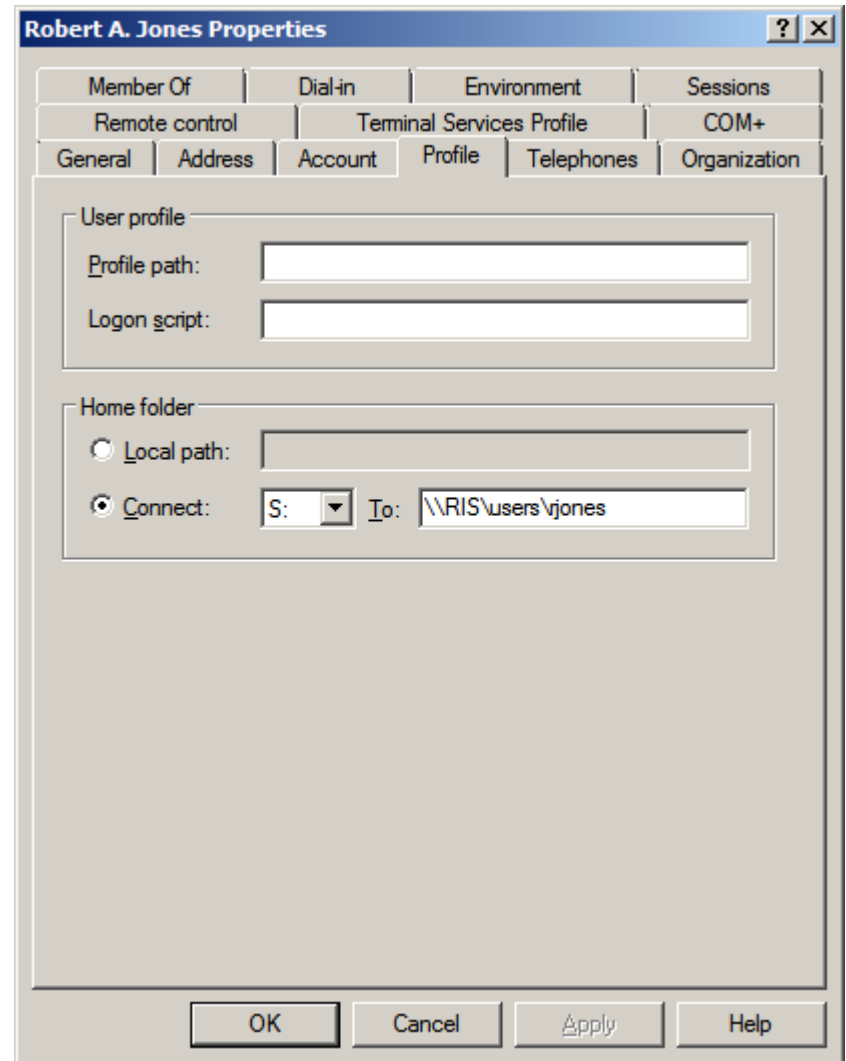
The screenshot shows a Windows-style dialog box titled "Robert A. Jones Properties". The "Address" tab is selected. The dialog contains several input fields for address information:

- Street:** A large empty text box with a vertical scrollbar on the right.
- P.O. Box:** An empty text box.
- City:** A text box containing "Columbus".
- State/province:** A text box containing "Ohio".
- Zip/Postal Code:** A text box containing "43230".
- Country/region:** A dropdown menu showing "United States".

At the bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help".

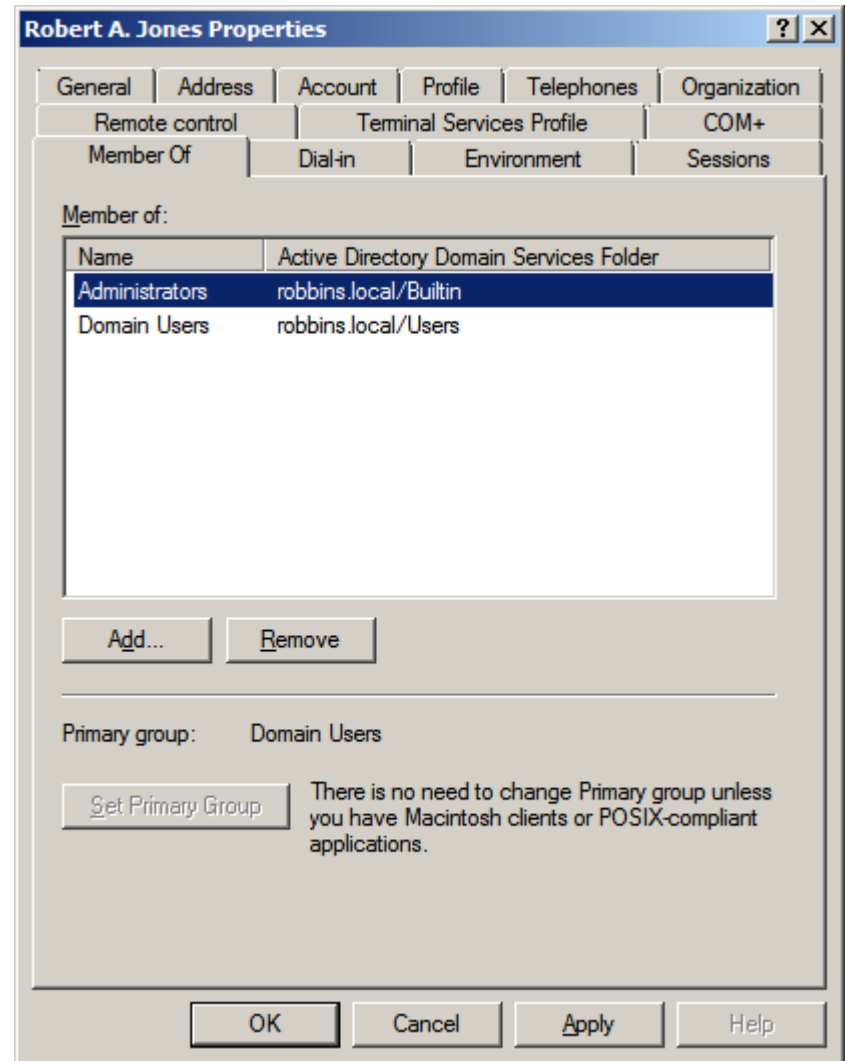
# Profile Tab

The drive letter and their home folder is already made,



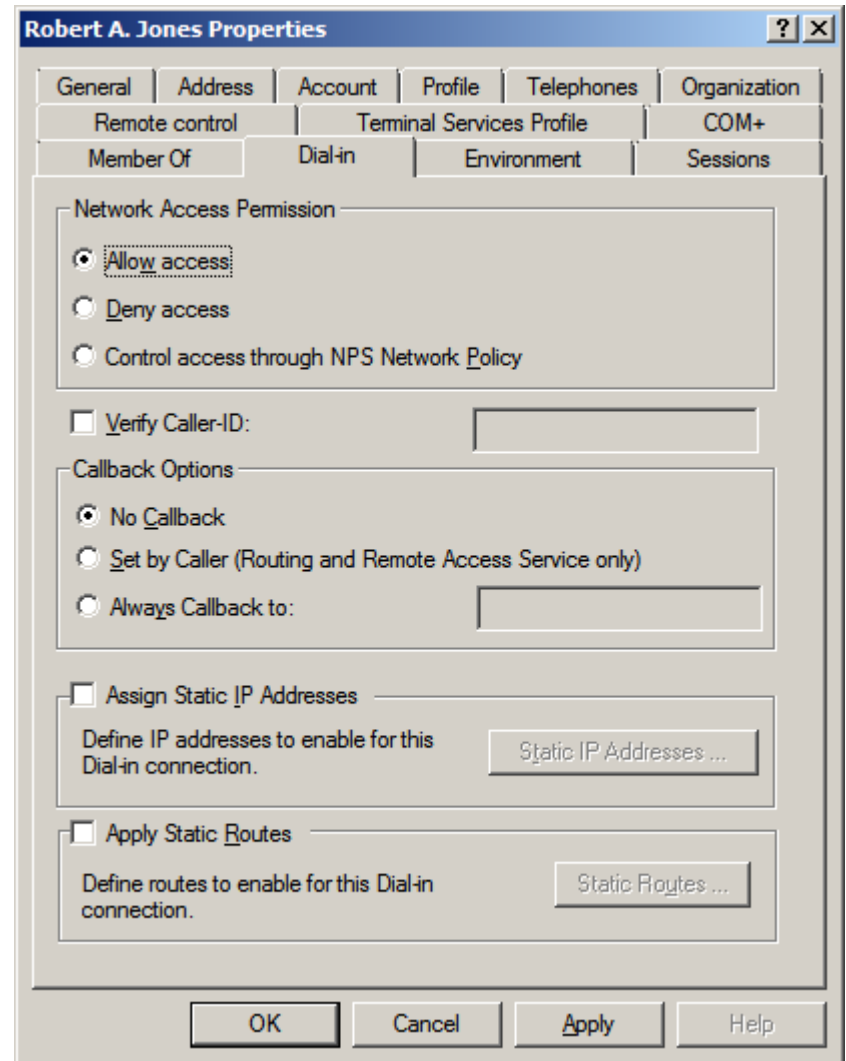
# Member Of Tab

They are in the same group as the template.



# Dial-In

They have the template's Network Access permissions, which will allow them VPN access.



# Using the Template

Using the LAN Manager template, saved us several minutes and reduced the amount of information that we needed to input. Therefore, the less typing and picking different options, reduced the amount of errors when adding a person to the Active Directory database.

