# Adding a User to Active Directory in Windows Server 2012

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# **Setup Security Policies**

To add a new user on a Domain Controller on the Windows 2012 Standard Server, we select the Server Manager icon form the Task Bar. Then we pick the Tools button from the Dashboard and Active Directory Users and Computers from the list.



<b>a</b>	Server Manager	
Server N	1anager 🔸 Dashboard 🛛 🗸 🕫 🖡	Manage Tools View Help
<ul> <li>Dashboard</li> <li>Local Server</li> <li>All Servers</li> </ul>	Roles 0       Server groups: 1       Server stotal: 1 <ul> <li>Local Server</li> <li>Manageability</li> <li>Events</li> <li>Services</li> <li>Performance</li> <li>BPA results</li> <li>Performance</li> <li>BPA results</li> <li>Commance</li> <li>Commande</li> <li>Commande</li></ul>	Active Directory Administrative Center         Active Directory Domains and Trusts         Active Directory Module for Windows PowerShell         Active Directory Sites and Services         Active Directory Users and Computers         ADSI Edit         Certification Authority         Component Services         Computer Management         Defragment and Optimize Drives         DNS         Event Viewer         Group Policy Management         iSCSI Initiator         Local Security Policy         ODBC Data Sources (32-bit)         ODBC Data Sources (64-bit)         Performance Monitor         Resource Monitor         Services         System Configuration Wizard         Services

#### Active Directory Users and Computers Window

To add a new user to the Windows 2012 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.

<u>File Action View H</u> elp	1	1		
♦ ♦ 2	1 🖬 🗟 🗊	1 🕺 🐮 🕅	7 🔁 🖗	
<ul> <li>Active Directory Users and Com</li> <li>Saved Queries</li> <li>Quark.local</li> <li>Builtin</li> <li>Computers</li> <li>Domain Controllers</li> <li>ForeignSecurityPrincipal:</li> <li>Managed Service Accour</li> <li>Users</li> </ul>	Allowed RO Cert Publish Cloneable D Denied ROD	Security Group Security Group User Security Group	Description Built-in account for ad Members of this group can Members of this group Members of this group Members in this group c DNS Administrators Gro DNS clients who are per Designated administrato All workstations and ser All domain controllers i All domain guests All domain users Designated administrato Members of this group Members in this group can Built-in account for gue Servers in this group can Members of this group Designated administrato	have their passwords replicated to all
< III >				

## Adding a New User

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

File Action View Help	3	<b>k</b> 🕯 🔻 🖻 🧏	3	
<ul> <li>Active Directory Users and Corr</li> <li>Saved Queries</li> <li>Quark.local</li> <li>Builtin</li> <li>Computers</li> <li>Domain Controllers</li> <li>ForeignSecurityPrincipal</li> <li>Managed Service Accou</li> <li>Users</li> </ul>	Administrator     Allowed RO     Cert Publish     Cloneable D     Denied ROD     DosAdmin	Type User User Security Group Security Group Security Group Delegate Contro Find All Tasks Refresh Export List View Arrange Icons Line up Icons Properties Help	Members i Members o Members o Members i	count for ad in this group c of this group of this group t

## The New Object - User Window

We will create an account for our new account by typing in their user name. In the corporation, we already have a number of employees with the John Adams name so our new account will have the first initial and the last name along with the number 3. We type in JAdams3 for the username.

We finish this window by pressing the Next button.

New Object - User							
Create in:	Quark.local/Users						
<u>First name:</u>	John <u>I</u> nitials:						
Last name:	Adams						
Full n <u>a</u> me:	John Adams						
User logon name:							
jadams3	@Quark.local ~						
User logon name (pre	- <u>W</u> indows 2000):						
QUARK\	jadams3						
	< Back Next > Canc	el					

#### 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. The first time John Adams logins to the account, he will have to create his own smart password.

New Object - User	x
Create in: Quark.local/Users	
Password:     ••••••       Confirm password:     ••••••	
✓ User <u>m</u> ust change password at next logon User cannot change password	
Pass <u>w</u> ord never expires Acc <u>o</u> unt is disabled	
< <u>B</u> ack <u>N</u> ext > Car	icel

## The Summary Window

Next, we can see a summary window. We can return to the previous dialogue boxes by pushing the Back button or we can accept the account information by pressing the Finish button.

New Object - User
Create in: Quark.local/Users
When you click Finish, the following object will be created:
Full name: John Adams
User logon name: jadams3@Quark.local
The user must change the password at next logon.
< <u>B</u> ack Finish Cancel

### **General Tab**

To make changes to the new user's account properties, we right click on their name in the user folder and select Properties from the menu.

We type the person's job description, office, office telephone number, office email and web page. We press the Apply button to set the data to the Active Directory database.

	John Adar	ns Prop	erties	? X
Member Of	Dial-in	Environment		Sessions
Remote control	Remote D	esktop Ser	vices Profile	COM+
General Address	Account	Profile	Telephones	Organization
🧏 John Ad	lams			
<u>First name:</u>	John		Initials:	
Last name:	Adams			
Display name:	John Adams			
Description:				
Offi <u>c</u> e:				
<u>T</u> elephone number: E- <u>m</u> ail: <u>W</u> eb page:				<u>O</u> ther Othe <u>r</u>
	ок С	ancel	Apply	Help

## Address Tab

The new user should have a valid mailing address that is shown in Active Directory. We type in their street, city, state, zip code and country. We can also add a post office box in the suitable textbox.

John Adams Properties ? X							
Member Of	Dial-in	Dial-in Environment					
Remote control	Remote D	esktop Sei	vices Profile	COM+			
General Address	s Account	Profile	Telephones	Organization			
<u>S</u> treet:	1257 Front St			<u>^</u>			
P.O. <u>B</u> ox:							
<u>C</u> ity:	Columbus						
State/pro <u>v</u> ince:	Ohio						
Zip/Postal Code:	43201						
Country/region:	United States			~			
	ок с	ancel	Apply	Help			

### Account Tab

In the Account tab, we will set the individual's logon hours and the computer or computers they can logon to.

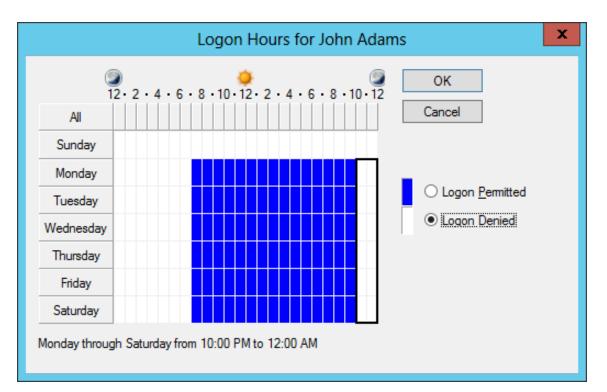
We visit this tab when their account is locked and we want to unlock it.

We can also disable the account by scrolling down the Account options list and checking the box. This should be done with employees on vacation and who have been terminated.

John Adams Properties ? X								
Member Of	Dial-in	Envi	ronment	Sessions				
Remote control	Remote D	esktop Se	rvices Profile	COM+				
General Address	Account	Profile	Telephones	Organization				
User logon name:								
iadams3		@Quark	local	~				
User logon name (pre	e- <u>W</u> indows 2000	):						
QUARK\		jadams3						
Logon Hours	Log On <u>T</u> o	)						
Unlock account         Account options:         ✓ User must change password at next logon         User cannot change password         Password never expires         Store password using reversible encryption								
Account expires								
Ne <u>v</u> er	Eddaw	L.L. 1	0.2012					
O End of:	Friday ,	July 1	9, 2013					
(	ок с	ancel	Apply	Help				

### Permitted Logon Hours

In the Accounting department, the staff is allowed access to their office from 7 am to 10 Monday through pm, Saturday. After selecting Hours the Logon in Account tab, we highlight the hours that we should not be in the office and opt for the Logon denied radial button.



#### **Permitted Workstations**

After selecting Log On to in the Account tab, we can opt to allow the user to logon to any computer or we can restrict them to their own machine.

In some compamies, we assign individuals to their own computers, so we pick the following computers and we add the computer name. We could assign all computers in the accounting department to their staff.

Logon Workstations	? X							
In Computer name, type the computer's NetBIOS or Domain Name System (DNS) name.								
This user can log on to:								
All computers								
○ <u>T</u> he following computers								
Computer name:								
	Add							
	Edit							
	Remove							
	<u>Ticinove</u>							
ОК	Cancel							

# Profile Tab

We will make a home folder for James 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 quantum1 server and after applying the home folder, the jadams3 folder is created.

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

John Adams Properties ? X							
Membe	er Of	Dial-in	Sessions				
Remote	control	Remote [		rvices Profile	COM+		
General	Address	Account	Profile	Telephones	Organization		
- User pro	ofile						
Profile (	path:						
Logon	schpt:						
- Home fo	ldor						
	al path:						
<u> <u> C</u>on </u>	nect:	S: ♥ <u>T</u> o:	\\quantu	im\accounting	∖jadams3		
			2	Analy	Uala		
	OF		Cancel	Apply	Help		

## Telephone Tab

We enter the new user's home, pager, mobile (cell), department fax and IP phone numbers. We type any specific instructions for contacting the person in case of emergency in their department.

John Adams Properties ? 🗙							
Member Of	Member Of Dial-in Environment Sessions						
Remote contr	ol	Remote D	esktop Ser	vices Profile		CO	M+
General Ad	dress	Account	Profile	Telephones	C	)rganiz	ation
- Telephone nu	imbers						
Ho <u>m</u> e:	614-9	96-4789		(	<u>O</u> ther.		
<u>P</u> ager:				(	O <u>t</u> her.		
Mo <u>b</u> ile:	614-2	23-2565		(	Ot <u>h</u> er		
<u>F</u> ax:				(	Oth <u>e</u> r.		
IP phone:				(	Othe <u>r</u>		
<u>N</u> otes:							
							^
							~
	Oł	< C	ancel	<u>A</u> pply		He	lp

# **Organization Tab**

We type the new user's title, 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.

		John Adar	ns Prop	erties	? X
Member Of Dial-in Environment Ses					Sessions
Remote co	ntrol	Remote D	esktop Ser	vices Profile	COM+
General	Address	Account	Profile	Telephones	Organization
Job Title: Department: Company: Manager Name:	Quant	Accountant unting tum	Propertie	es (	lear
Dir <u>e</u> ct reports	S:				
	01	< C	ancel	Apply	Help

# Remote Control Tab

We will enable remote control of the client's session.

 		-		
hn /	\dar	$m \in D$	rong	ortioc.
 	-\uai	115 F		erties

Membe	r Of	Dial-in	Envi	ironment	Sessions
General	Address	s Account	Profile	Telephones	Organization
Remote control Remote De		)esktop Se	rvices Profile	COM+	

Use this tab to configure Remote Desktop Services remote control settings.

To remotely control or observe a user's session, select the following check box:

#### Enable remote control

To require the user's permission to control or observe the session, select the following check box:

Require user's permission

#### Level of control

Specify the level of control you want to have over a user's session

Cancel

- C View the user's session
- Interact with the session

Apply

Help

?

x

## **Remote Desktop Services Profile Tab**

We did not make any changes to the Remote Desktop Services Profile Tab

	John Ada	ms Prop	erties	? X			
Member Of Dial-in Environment Sessions							
General Address	Account	Profile	Telephones				
Remote control	Remote L	esktop Se	rvices Profile	COM+			
Use this tab to configue Settings in this profile	apply to Remot	te Desktop		profile.			
Remote Desktop Se	ervices User Pr	ofile					
Profile Path:							
,							
⊢ Remote Desktop Se	ervices Home F	older —					
_							
• Local path							
Connect:	- <u>T</u> o	:					
,		1					
Deny this user per	missions to log	on to Rem	ote Desktop S	Session Host			
server							
0	К	Cancel	Apply	Help			

## COM+ Tab

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

		John Ada	ms Prop	erties	? X			
General								
Remote		Dial-in Remote [			Sessions COM+			
	Remote control     Remote Desktop Services Profile     COM+       This user is a member of the following COM+ partition set:     Partition <u>S</u> et							
<none< td=""><td>*&gt;</td><td></td><td></td><td></td><td>~</td></none<>	*>				~			
	OK		Cancel	Apply	Help			
			ancer		Thep			

# Member of Tab

In the Member Of tab, we press the button and the Select Groups will will appear. One of the groups in Windows server is accountants, so that in the textbox and press th button. Now, we can see that belongs to the Domain Users accountants groups.

Select this object type:

From this location: Quark.local

Accountants

Advanced...

Groups or Built-in security principals

Enter the object names to select (examples):

Select Groups

OK

I					
e Add		John Ada	ims Prop	erties	? X
ndow	Remote contro	I Remote	Desktop Se	rvices Profile	COM+
	General Add		Profile	Telephones	Organization
n the	Member Of	Dial-in	Envi	ronment	Sessions
o type	Member of:				
e OK	Name	Active Direct	tory Domain	Services Folde	r
Laba	Accountants	Quark.local			
John	Domain Users	Quark.local/	Users		
and					
?	x				
Object Type	×s				
	<u>Ad</u> d	<u>R</u> emove			
Locations					
	lary group:	Domain Users			
Check Nam	et Primary G		Macintosh	change Primary clients or POSI	
Cance	et la				
		ОК	Cancel	Apply	Help

Apply

# Dial In Tab

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

John Adams Properties ? X									
Remote cor	ntrol	Remote Desktop Services Profile COM							
General A	Address	Account	Account Profile Telephones Organia						
Member O	Member Of Dial-in Environment Sessions								
Network Ac	Network Access Permission								
C Allo <u>w</u> ac	cess								
O Deny ac	cess								
<ul> <li>Control a</li> </ul>	access thro	ough NPS Net	twork <u>P</u> oli	<b>y</b>					
Uerify Ca	aller-ID:								
Callback Op	otions		,						
No Callb	back								
		ting and Rem	ote Acces	s Service only)					
C Always (			Г						
- Andro									
Assign S	itatic <u>I</u> P Ad	ldresses —							
Define IP a Dial-in conr		o enable for t	his	Static IP Addre	esses				
Apply Sta	atic <u>R</u> oute	s							
Define rout connection		le for this Dia	l-in	Static R	o <u>u</u> tes				
	ОК	С	ancel	<u>A</u> pply	Help				

### **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.

Remote control       Remote Desktop Services Profile       COM+         General       Address       Account       Profile       Telephones       Organization         Member Of       Dial-in       Environment       Sessions         Use this tab to configure the Remote Desktop Services startup environment. These settings override client-specified settings.       Starting program       Image: Comparison of the setting program at logon.       Image: Comparison of the setting	John Adams Properties								
Member Of       Dial-in       Environment       Sessions         Use this tab to configure the Remote Desktop Services startup environment. These settings override client-specified settings.       Startup environment         Starting program       Start the following program at logon:       Program file name:       Start in:         Start in:       Start in:       Start in:       Start in:       Start in:         Client devices       Image: Connect client drives at logon       Image: Connect client printers at logon	Remote control Remote Desktop Services Profile COM+						N+		
Use this tab to configure the Remote Desktop Services startup environment. These settings override client-specified settings.          Starting program         Start the following program at logon:         Program file name:         Start jn:         Client devices         Image: Connect client drives at logon         Image: Connect client printers at logon	General	Address	Account			Organiz	ation		
environment. These settings override client-specified settings.          Starting program         Start the following program at logon:         Brogram file name:         Start jn:         Start jn:         Client devices         Image:         Image: <t< td=""><td>Membe</td><td>rOf</td><td>Dial-in</td><td>Envi</td><td>ironment</td><td>Session</td><td>ns</td></t<>	Membe	rOf	Dial-in	Envi	ironment	Session	ns		
□ Start the following program at logon:         Program file name:         □         Start jn:         □         Client devices         ☑									
Program file name:         Start jn:         Client devices         ✓         Connect client drives at logon         ✓         Connect client printers at logon	_	. –							
Start jn: Client devices  Client dives at logon  Connect client drives at logon  Connect client printers at logon	□ <u>S</u> ta	rt the follow	ing program at l	ogon:					
Client devices ✓ Connect client drives at logon ✓ Connect client printers at logon	Prog	gram file nar	ne:						
Client devices ✓ Connect client drives at logon ✓ Connect client printers at logon									
Client devices          Image: Connect client drives at logon         Image: Connect client printers at logon	, Star	L inc							
<ul> <li>✓ Connect client drives at logon</li> <li>✓ Connect client printers at logon</li> </ul>		e ji i.							
<ul> <li>✓ Connect client drives at logon</li> <li>✓ Connect client printers at logon</li> </ul>									
	⊡ <u>C</u> or ⊡ C <u>o</u> r	nnect client nnect client	printers at logor	n					
OK Cancel Apply Help									

### 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 in 15 minutes. 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.

? х John Adams Properties Remote control Remote Desktop Services Profile COM+ Address Account Profile Telephones General Organization Sessions Member Of Dial-in Environment Use this tab to set Remote Desktop Services timeout and reconnection settinas 15 minutes -End a disconnected session: 1 hour Active session limit: • -30 minutes Idle session limit: When a session limit is reached or connection is broken: O Disconnect from session End session Allow reconnection: From any client From originating client only OK Cancel Apply Help

## **New Client Finished**

The new user is now entered into Active Directory.

Add three more users to the Organizational Units in the Domain.

