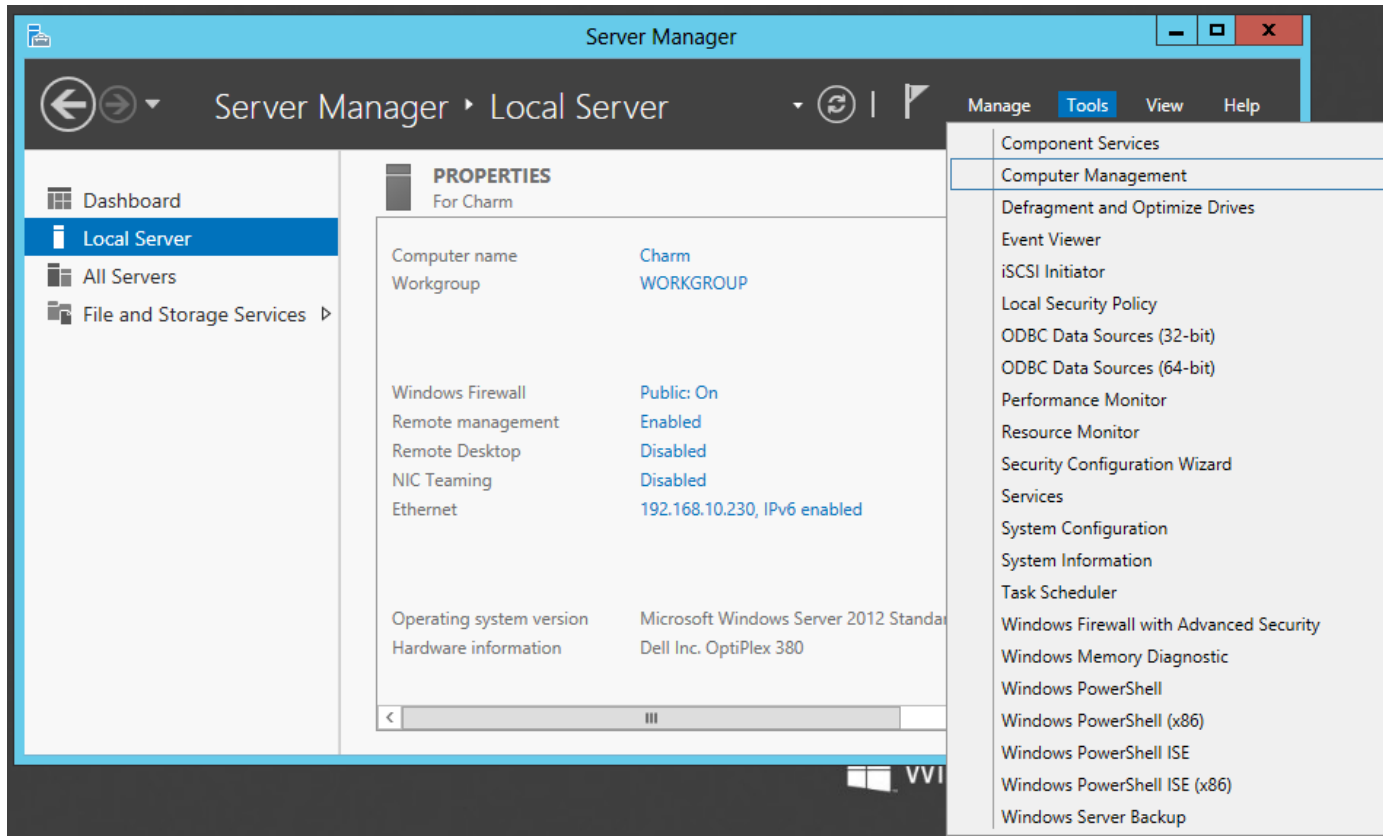# Adding an Administrator to on a Windows 2012 Standard Server
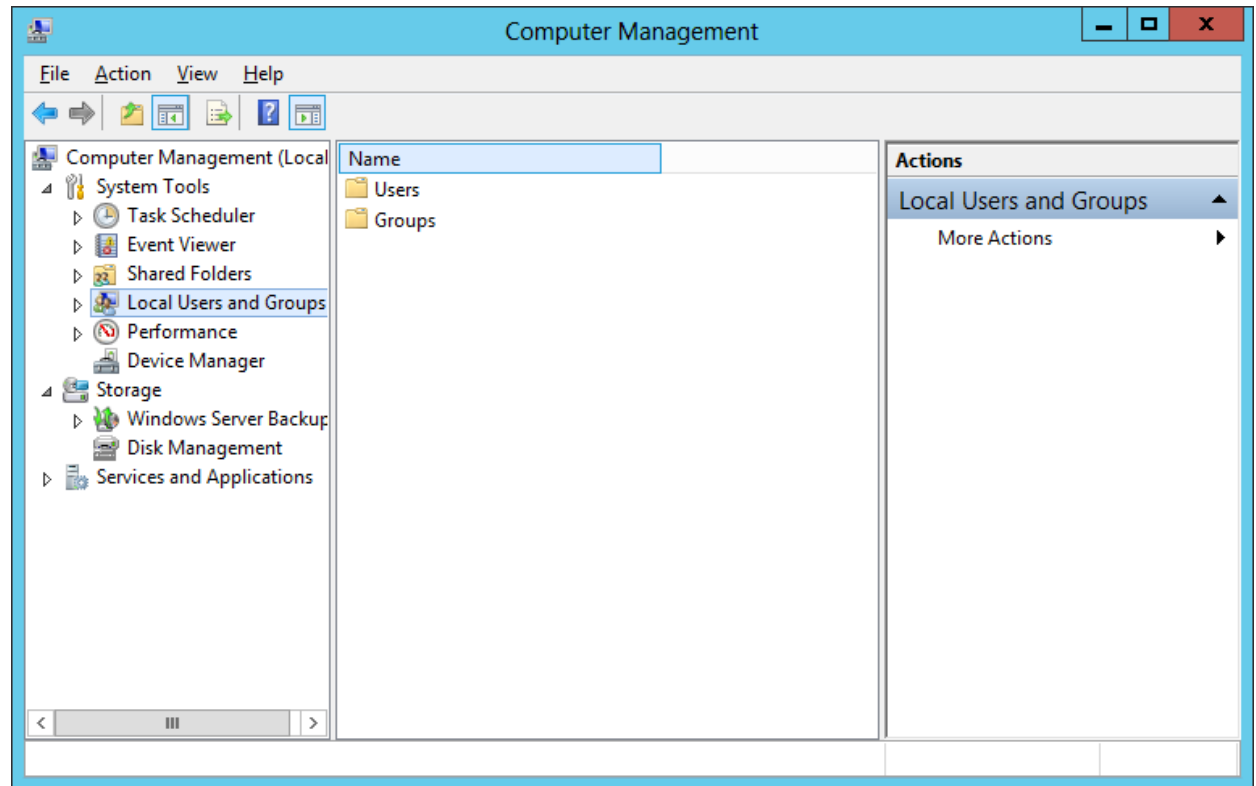
June 14, 2013

Setup Security Policies

To add a new user and make them an administrator on the Windows 2012 Standard Server, we select the Server Manager button from the Task Bar and select Tools from the Dashboard. From the list we choose Computer Management.
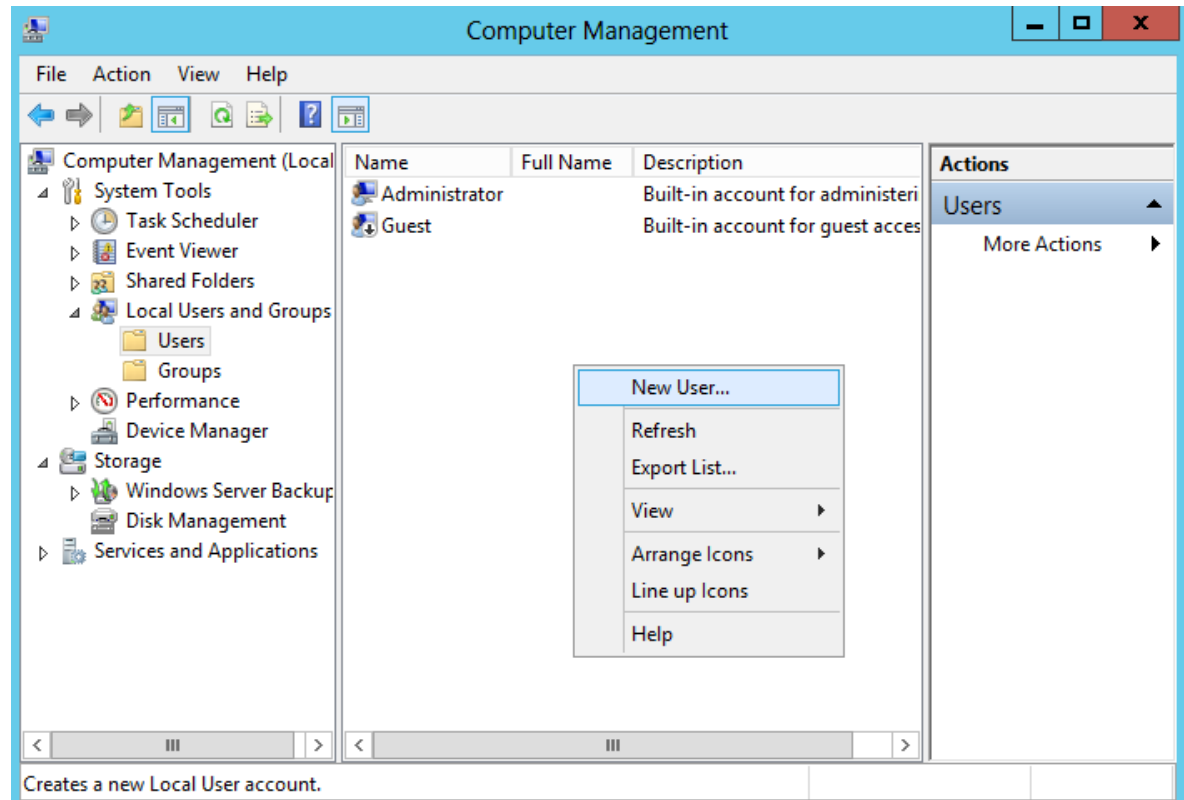
Local Users and Groups

If we want to add a new administrator to the Windows 2012 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. Initially, there are two accounts listed, administrator which is active and guest which is presently disabled. To make an administrator account, we have to first make a new user account and then we make them an administrator. Right click in the right pane and when the popup menu appears, we can select New User.
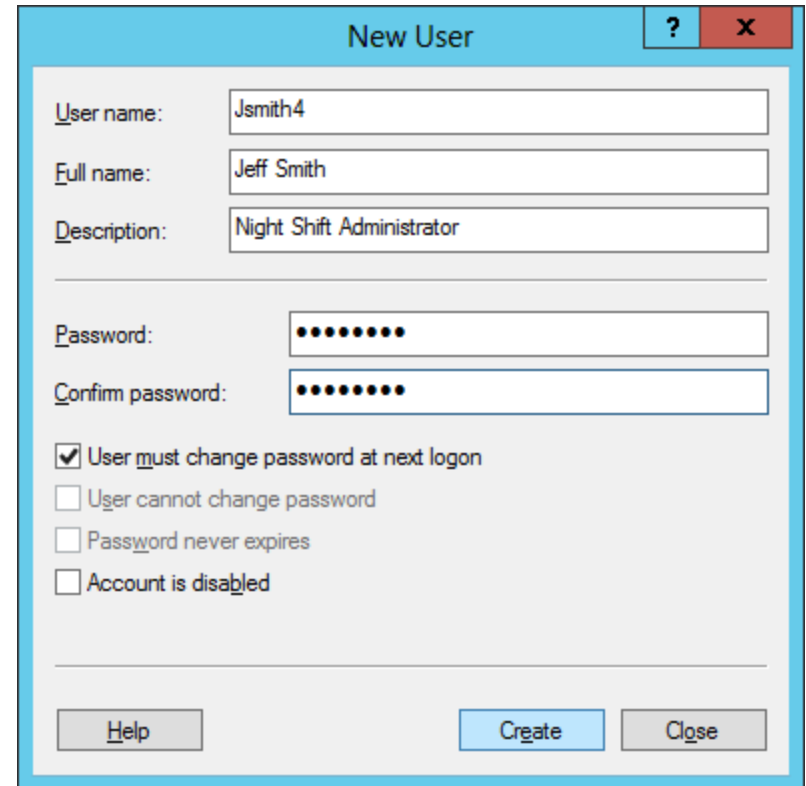
The New User Window

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 confirm 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.

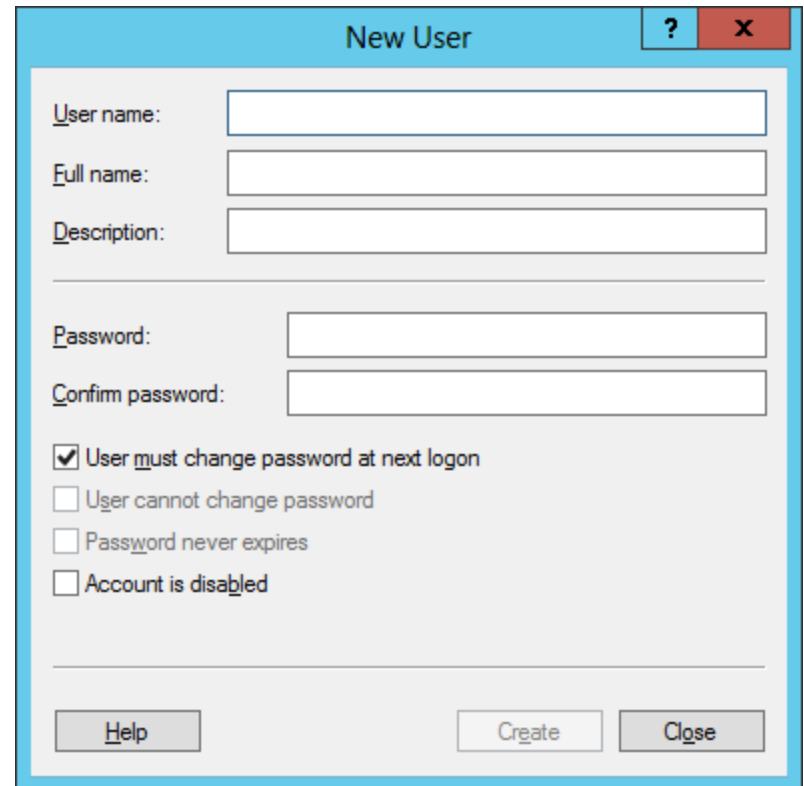We finish this window by pressing the Create button.

More New Users

When we press the Create button, the new account is now in the server's database. The form is cleared so that we can manually add another account. If we only needed the single account, then close the form.
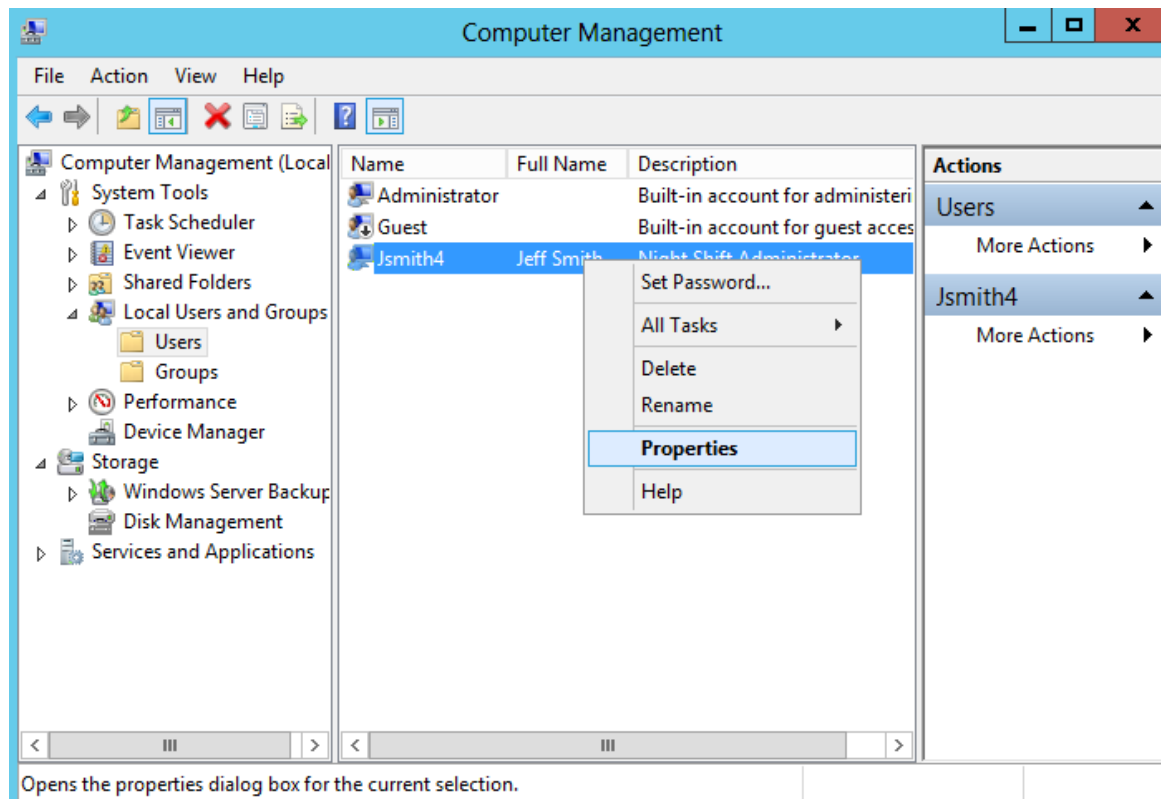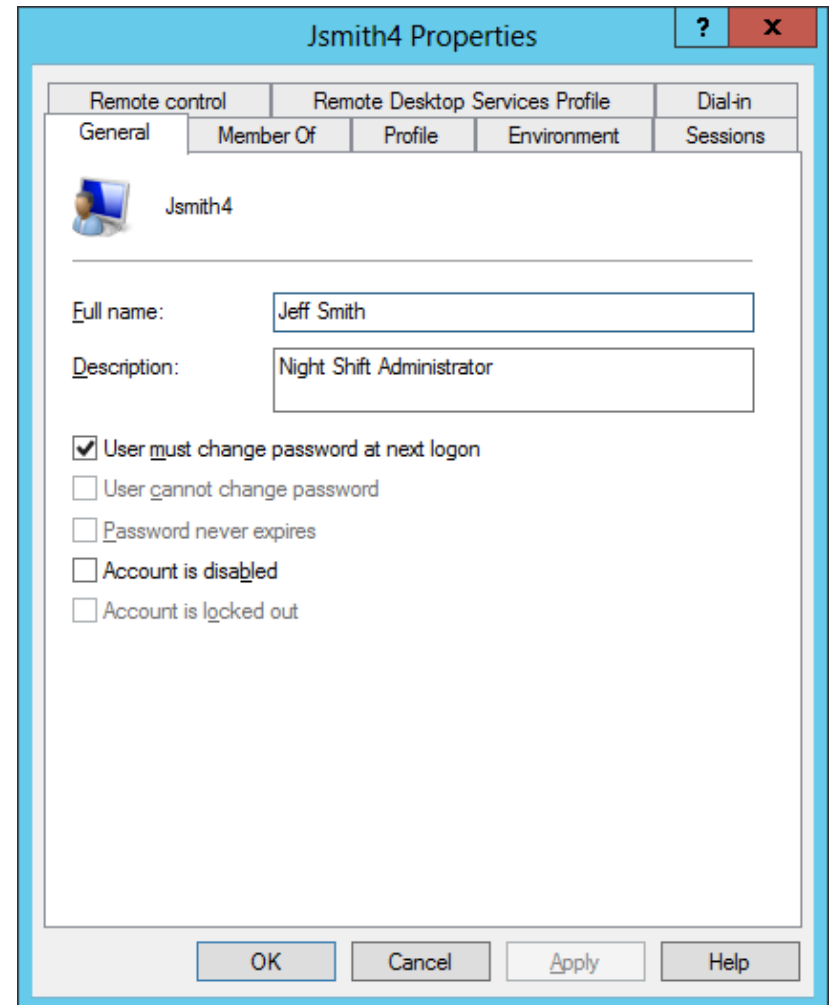
New Account Properties

We can see in the Computer Management window, under the User folder in Local Users and Groups that the new account is listed. To make changes to the new user's account such as adding them to the administrators group, we right click on their name and we choose Properties from the list.
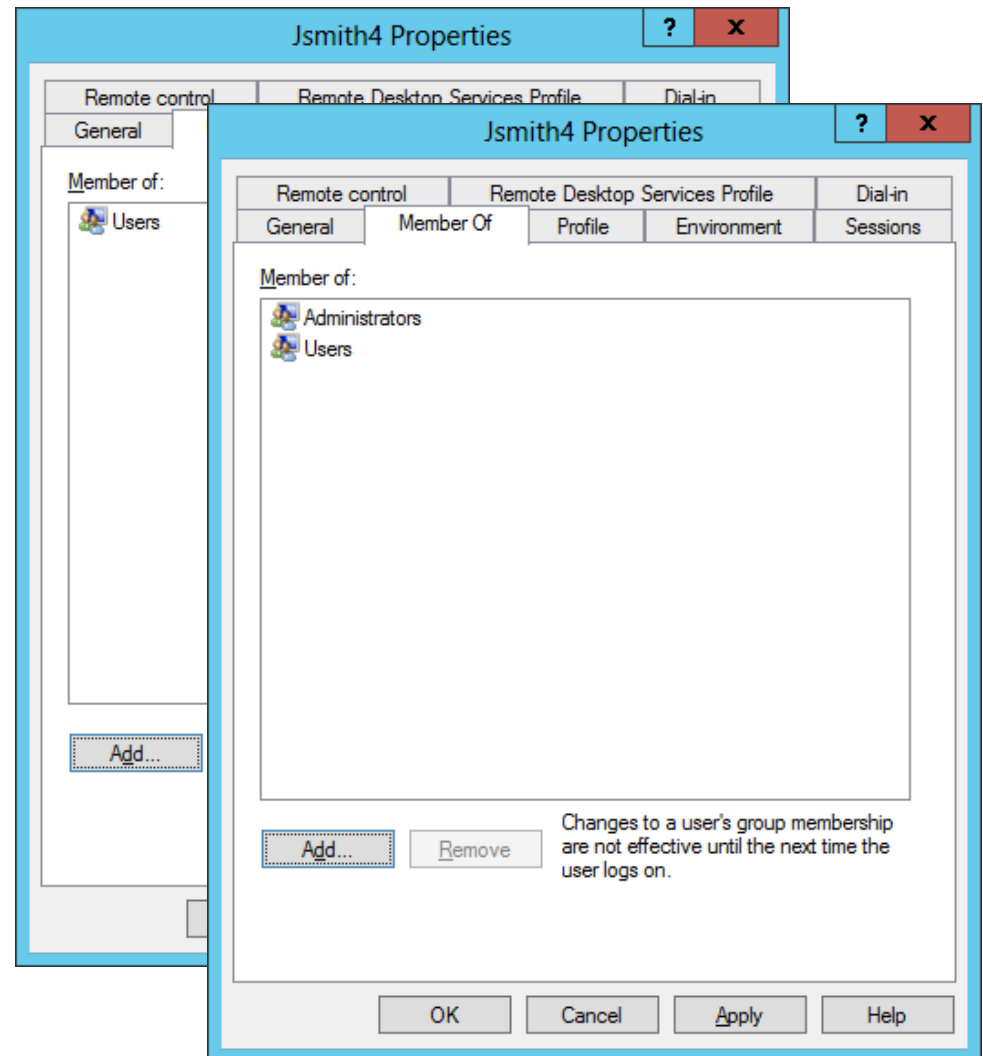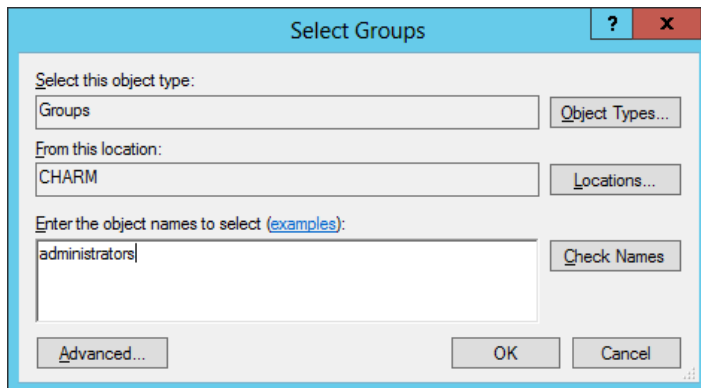
The New Account Properties

After pushing Properties from the user's name, 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.
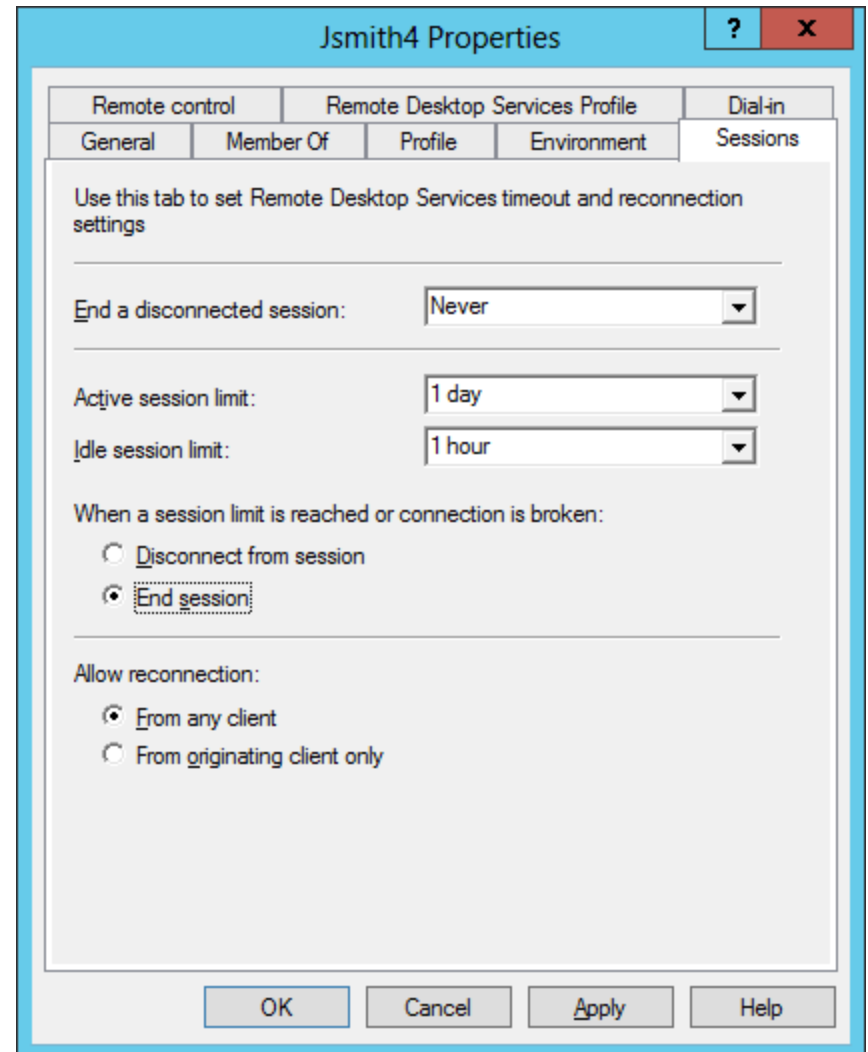
The Sessions Tab

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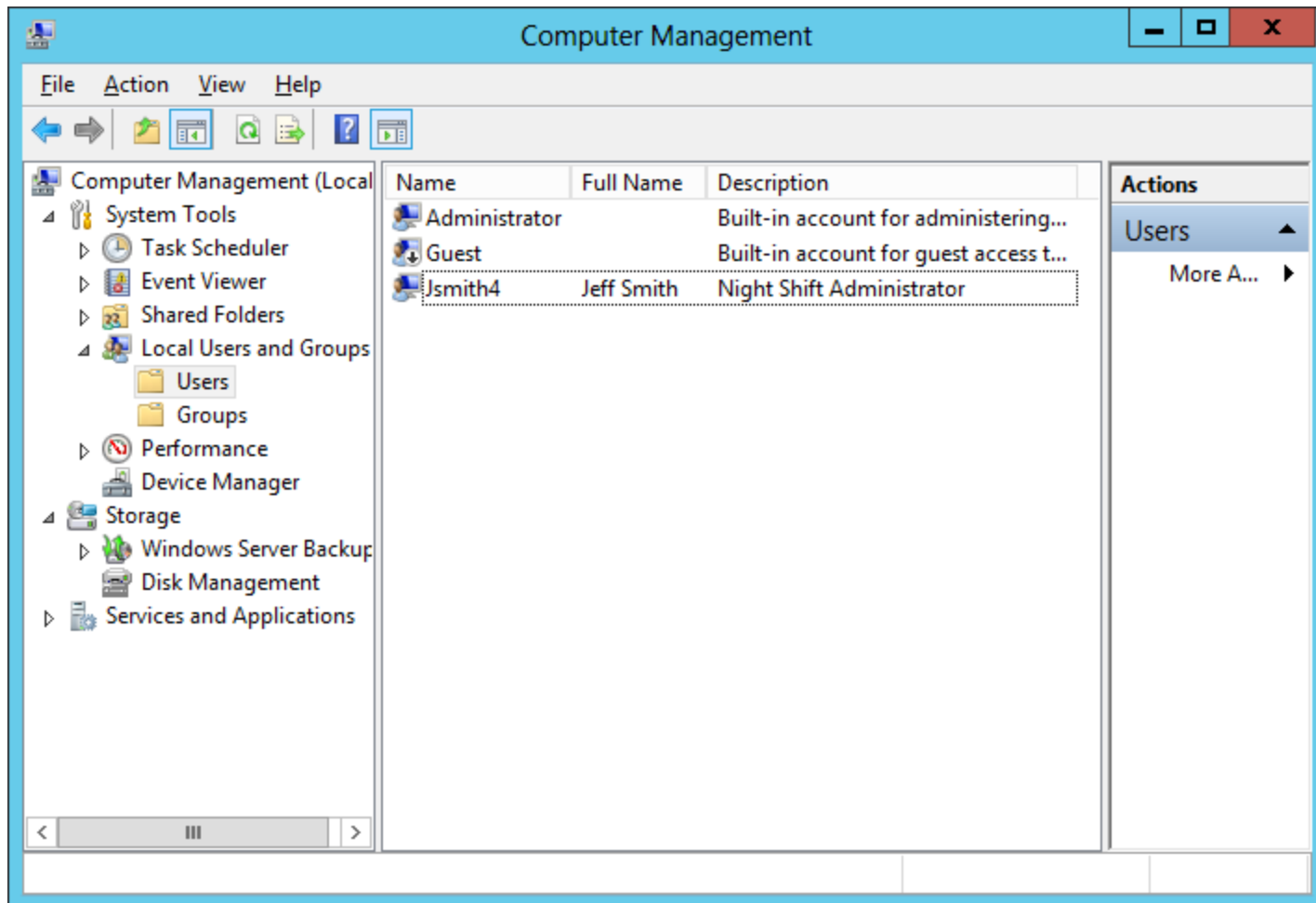
When sessions limits are reached or broken, we will end the session. And we will allow reconnection from any client computer.

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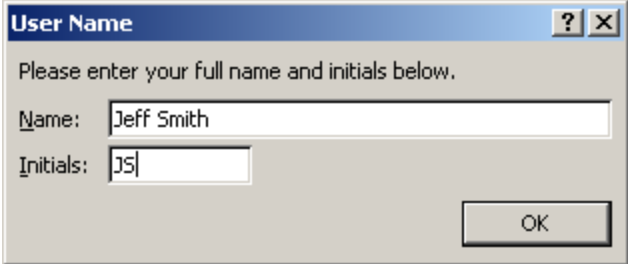
The Users Folder

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.
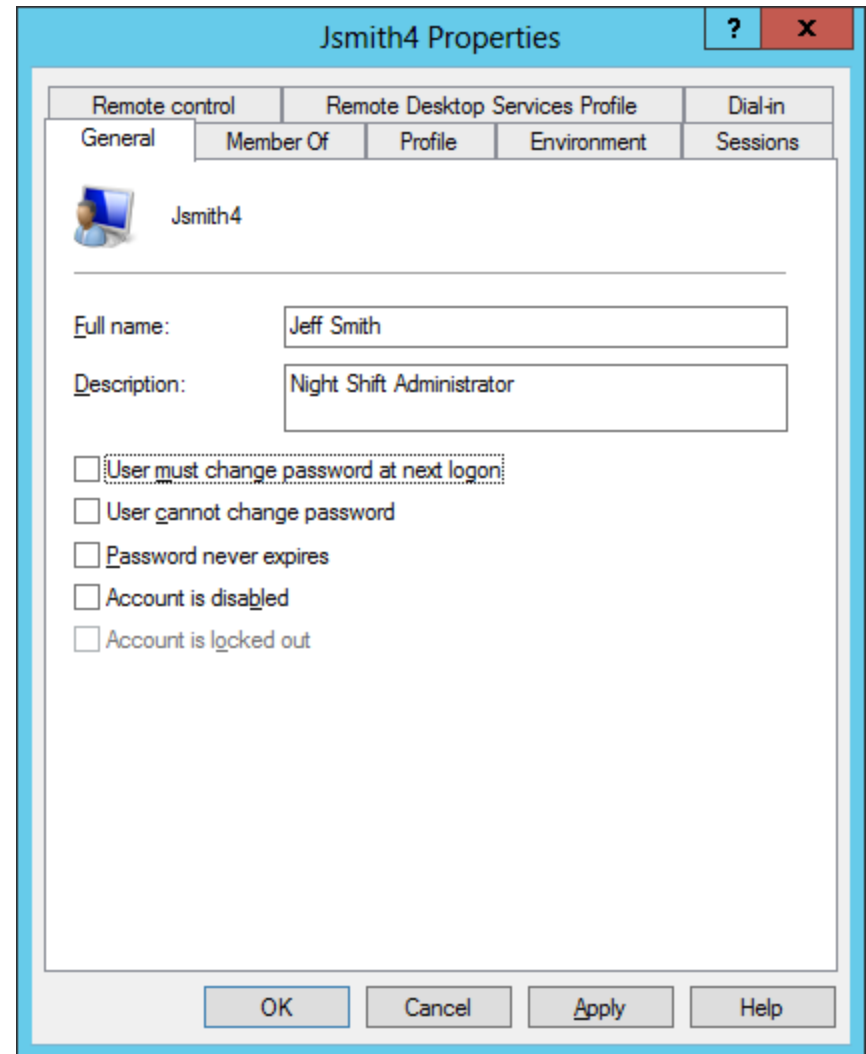
Checking their Account

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.
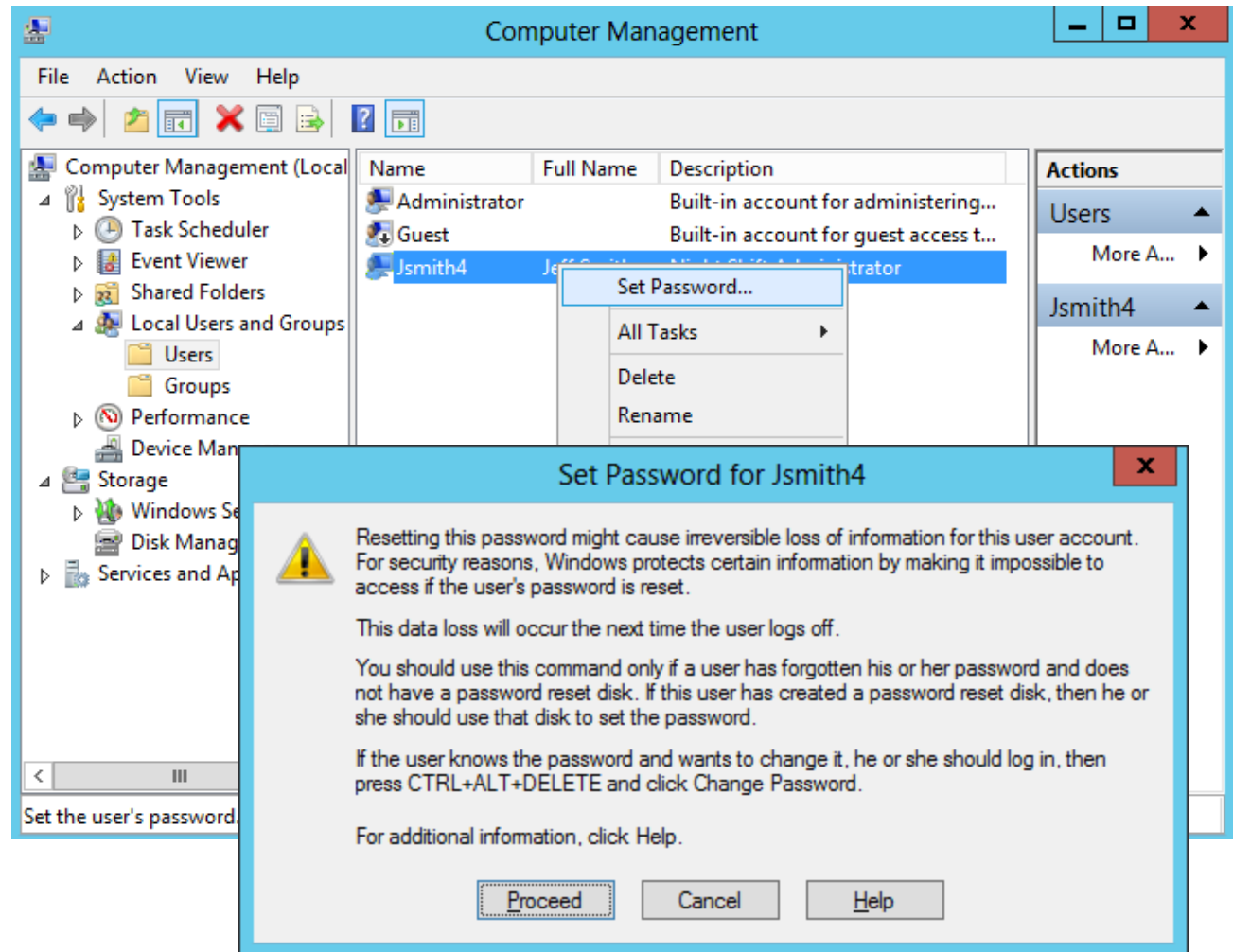
When the user goes on vacation or leaves the company, we will check the account is disabled checkbox.

Resetting a Password

Periodically, a user will forget their password. We can visit the User folder in the Computer Management console and right click on the user name and select Set Password from the menu.

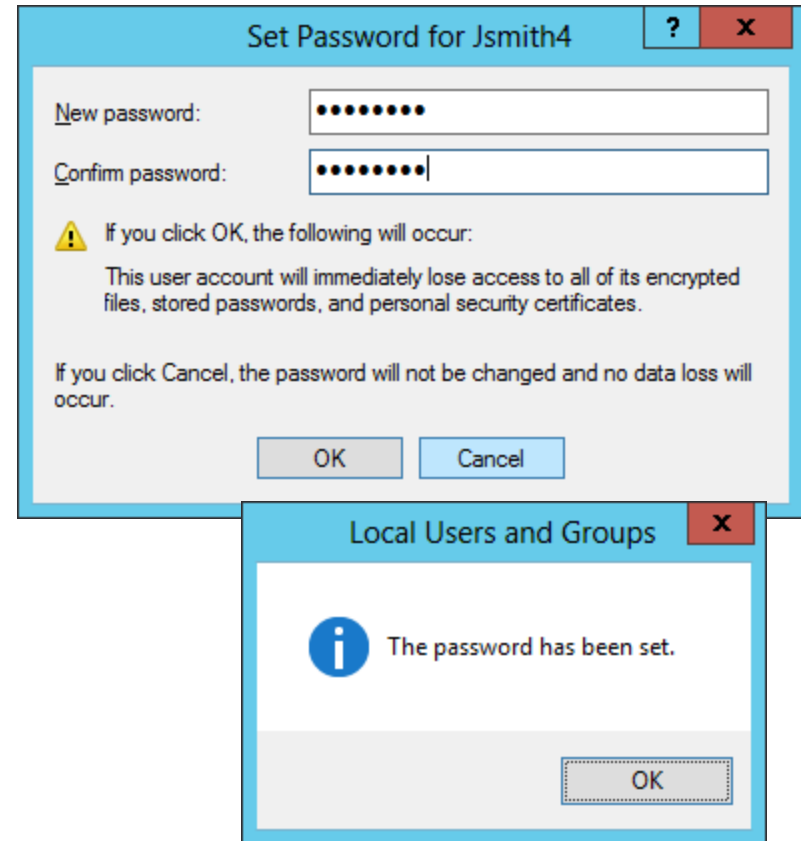A warning screen appears and we can pick the Proceed button.

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.