# Adding a New User to a Domain Controller

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#### Open Active Directory Users and Computers

We will open the Active Directory Users and Computers window and click on Users under the domain.local listing. We should right click inside the right pane and choose New and User from the menu.

| Active Directory Users and Comp   | uters  |                          |   | _IOI×        |
|---|--|--------------------------|---|--------------|
| Elle Action Yew Window He   | lp .   |                          |   | X            |
| ← → <a> □</a> | 12 💷 🤨 📆 ៉   | VGE                      |   |              |
| Active Directory Users and Computer   | Users 20 objects   |                          |   |              |
| Saved Queries     Saved Queries   | Name   | Type                     | Description   | 1            |
| Bultin  | Administrator  | User<br>Security Group   | Built-in account for adm<br>Members of this group                           | wini<br>are  |
| E Computers   | C charles robbins  | User                     |   |              |
| Gerege Controllers     Gerege Controllers     Gerege Controllers     Gerege Controllers     Gerege Controllers  | DHCP Administrators Security Group<br>DHCP Users Security Group<br>DhsAdmins Security Group  |                          | Members who have ad<br>Members who have vie<br>DNS Administrators Gro       | тал<br>₩     |
|   | DinsUpdateProxy     Domain Admins     Domain Computers     Domain Controllers     Domain Guests     Domain Users     Domain Users     Domain J. Robbins     Dente Price Admins     Denter Price Admins | Dglegate Control<br>Fjnd | DNS clients who are pe<br>Designated administrat<br>All workstations and se | rmi<br>Ors   |
|   |  | New                      | Computer  | p            |
|   |  | All Tasks                | Contact   | and a second |
|   |  | Refresh<br>Export List   | Group<br>InetOrgPerson<br>MSMO Crawin Akas                                  |              |
|   |  | View                     | Printer   |              |
|   | Guest  |                          | User  |              |
|   | 2 John Smith<br>2 RAS and IAS Servers<br>2 Schema Admins   | Arrange [cons +          | Shared Folder   |              |
|   |  | Properties               | Servers in this group ca<br>Designated administrat                          | ors          |
|   | WINS Users   | Help                     | Members who have vie  | W*           |
| x[x]x   | WINS Users   | Help                     | Designated administrat<br>Members who have vie                              | 0f5<br>₩*    |

## The New Object – User Window

We type the individual's first name, middle initial and last name in the appropriate text boxes. The person's full name will be copied from the data we typed. Then we type user's logon name.

In a company, we can already have a number of employees with the T Jones name so our new account can have the first initial and the last name along with the number 2. We can type in tjones2 for the username.

| New Object - User        |                                  | ×    |
|--------------------------|----------------------------------|------|
| Create in:               | domain.local/Users               |      |
| <u>F</u> irst name:      | Tina <u>I</u> nitials: A         |      |
| Last name:               | Jones                            |      |
| Full n <u>a</u> me:      | Tina A. Jones                    |      |
| <u>U</u> ser logon name: |                                  |      |
| tjones                   | @domain.local 💌                  |      |
| User logon name (pre     | <u>W</u> indows 2000):           |      |
| DOMAIN\                  | tjones                           |      |
|                          |                                  |      |
|                          | < <u>B</u> ack <u>N</u> ext > Ca | ncel |

### Setting the Password

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 Tina Jones logins to the account, she will have to create her own smart password because we will always check the user must change password at next logon.

| New Object - User               |            |          | ×      |
|---------------------------------|------------|----------|--------|
| Create in: domain.loc           | al/Users   |          |        |
| Password:                       |            |          |        |
| User must change password at    | next logon |          |        |
| User cannot change password     |            |          |        |
| Pass <u>w</u> ord never expires |            |          |        |
| Account is disabled             |            |          |        |
|                                 |            |          |        |
|                                 |            |          |        |
|                                 |            |          |        |
|                                 | < Back     | Next >   | Cancel |
|                                 |            | <u> </u> |        |

#### New User Summary

The last window for creating a new user is the summary dialogue box. If we desire to change anything, we can utilize the Back command button to change the setting. If everything is okay, we press the Finish button.



#### **New User Properties**

When we return to the Users and Computers window, we right click on the Tina A Jones account and select Properties from the menu.

| 🐗 Active Directory Users and Comp   | uters                   |                          |         |                              |       |
|---|-------------------------|--------------------------|---------|------------------------------|-------|
| 🎻 Eile Action <u>V</u> iew <u>W</u> indow <u>H</u> i  | elp                     |                          |         |                              | _ 8 × |
| ← → 🗈 🖬 👗 🛍 🗙 🖆   | ' 🖻 🖹 😫 🖬               | 🛛 🐮 🖉 👛 💎 🕯              | la 🖗 🖗  |                              |       |
| Active Directory Users and Computer   | <b>Users</b> 21 objects |                          |         |                              |       |
| Emiliar Saved Queries   | Name                    | Туре                     |         | Description                  |       |
|   | 🙍 Administrator         | User                     |         | Built-in account for admini  |       |
| Computers   | Cert Publishers         | Securit                  | y Group | Members of this group are    |       |
| 🗄 🥘 Domain Controllers  | 🛛 🙍 charles robbins     | User                     |         |                              |       |
| 🗐 🕀 💼 ForeignSecurityPrincipals   | DHCP Administra         | ators Securit            | Group   | Members who have admini      |       |
| Users   | DHCP Users              | <u>С</u> ору             | oup     | Members who have view        |       |
| d in the second s | 2 DnsAdmins             | Add to a group           | oup     | DNS Administrators Group     |       |
|   |                         | Di <u>s</u> able Account | oup     | DNS clients who are permi    |       |
|   |                         | Reset Password           | roup    | Designated administrators    |       |
|   | Domain Compi            | Мо <u>v</u> е            | oup     | All workstations and serve   |       |
|   | Domain Contri           | Open Home Page           | oup     | All domain controllers in th |       |
|   | Domain Guesc            | Send M <u>a</u> il       |         | All domain guests            |       |
|   | 🕵 Donna J. Robl         | All Tas <u>k</u> s       | ► Out   | All domain users             |       |
|   | 🕼 Enterprise Adı        | Cut                      | oup     | Designated administrators    |       |
|   | Group Policy C          | Delete                   | oup     | Members in this group can    |       |
|   | 😡 Guest                 | Rename                   |         | Built-in account for guest   |       |
|   | 🛛 🖸 John Smith 🛛 🚽      |                          | _       |                              |       |
|   | RAS and IAS S           | P <u>r</u> operties      | oup     | Servers in this group can    |       |
|   | 🕵 Schema Admir          | Help                     | oup     | Designated administrators    |       |
|   | Tina A. Jones           | 0301                     |         |                              |       |
|   | WINS Users              | Securit                  | y Group | Members who have view        |       |
|   | 1                       |                          |         |                              |       |
|   | <u> </u>                |                          |         |                              |       |
| Opens the properties dialog box for the cu  | rrent selection.        |                          |         |                              |       |

### **General Tab**

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.

| lina A. Jones Propert                          | ies 🤶 🔀   |
|--|---|
| Member Of<br>Remote control<br>General Address | Dial-in Environment Sessions<br>Terminal Services Profile COM+<br>Account Profile Telephones Organization |
| 🛃 Tina A. J                                    | ones  |
| <u>F</u> irst name:                            | Tina <u>I</u> nitials: A  |
| Last name:                                     | Jones   |
| Di <u>s</u> play name:                         | Tina A. Jones   |
| Description:                                   | Accountant  |
| Offi <u>c</u> e:                               | Room 117  |
|  | 937-444-3232  |
| E- <u>m</u> ail:                               | tjones@domain.local   |
| <u>W</u> eb page:                              | www.domain.org/people/tjones.ht Other   |
|  |   |
|  | OK Cancel <u>Apply</u>  |

## 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.

| Tina A. Jones Proper                           | ties   | ? ×                              |
|--|--|----------------------------------|
| Member Of<br>Remote control<br>General Address | Dial-in Environment<br>Terminal Services Profile<br>Account Profile Telephones | Sessions<br>COM+<br>Organization |
| <u>S</u> treet:                                | 9786 Main St.  | A<br>V                           |
| P.O. <u>B</u> ox:                              |  |                                  |
| <u>C</u> ity:                                  | Big City   |                                  |
| State/pro <u>v</u> ince:                       | Ohio   |                                  |
| Zip/Postal Code:                               | 43201  |                                  |
| Country/region:                                | United States  | •                                |
|  |  |                                  |
|  |  |                                  |
|  |  |                                  |
|  | OK Cancel  | Apply                            |

### 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. In the image we can see the lockout checkbox is currently grey.

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.

| ïna A. Jones Properties  |
|--|
| Member Of         Dial-in         Environment         Sessions           Remote control         Terminal Services Profile         COM+           General         Address         Account         Profile         Telephones         Organization |
| User logon name:   |
| tiones @domain.local   |
| User logon name (pre- <u>W</u> indows 2000):   |
| DOMAIN\  tjones  |
| Logon Hours Log On <u>T</u> o  |
| Account is locked out  |
| Account options:   |
| <ul> <li>User must change password at next logon</li> <li>User cannot change password</li> <li>Password never expires</li> <li>Store password using reversible encryption</li> </ul>   |
| Account expires<br>Ne <u>v</u> er<br>C <u>End of:</u> Tuesday, August 24, 2010   |
| OK Cancel <u>Apply</u>   |

#### **Permitted Logon Hours**

In the Accounting department, the staff is allowed access to their office from 7 am to 10 pm, Monday through Saturday. After selecting Logon Hours in the 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 our company, 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.

| ogon Workstations   | ? ×            |
|---|----------------|
| In Computer name, type the computer's NetBIOS or Do<br>System (DNS) name. | omain Name     |
| This user can log on to:  |                |
| O All <u>c</u> omputers   |                |
| ☐ ● <u>I</u> he following computers                                       |                |
| Computer name:  |                |
|   | Add            |
| Computer117   | <u>E</u> dit   |
|   | <u>R</u> emove |
|   |                |
|   |                |
|   |                |
|   |                |
|   |                |
| OK  | Cancel         |
|   |                |

## Profile Tab

We will make a home folder for Tina by assigning a drive letter and a path to the user's folder. The path should be \\server name\folder name\ username.

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

| Tina A. Jones Properties  | ? ×   |
|---|-------|
| Member Of Dial-in Environment Session:<br>Remote control Terminal Services Profile COM+<br>General Address Account Profile Telephones Organiza  | ition |
| User profile       Profile path:       Logon script:  |       |
| Home folder         O Local path:         O Local path:         Image: D:         Image: D: |       |
|   |       |
|   |       |
| OK Cancel <u>A</u> ppl  | у     |

## 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.

| ina A. Jones Pro                                   | perties   | ? ×                                 |
|--|---|-------------------------------------|
| Member Of<br>Remote cont<br>General Add            | Dial-in Environment<br>rol Terminal Services Profile<br>ress Account Profile Telephon | Sessions<br>COM+<br>es Organization |
| Telephone nu                                       | mbers   |                                     |
| Ho <u>m</u> e:                                     | 614-898-7894  | <u>U</u> ther                       |
| <u>P</u> ager:                                     |   | O <u>t</u> her                      |
| Mo <u>b</u> ile:                                   | 937-454-9998  | Other                               |
| <u>F</u> ax:                                       | 937-565-9999  | Oth <u>e</u> r                      |
| <u>I</u> P phone:                                  |   | Other                               |
| <u>N</u> otes:<br>Please contact<br>call. The numb | Tina at her mom's house on weekends w<br>er is 614-878-5666.                          | Ihen she is on 🔺                    |
|  | OK Cancel   | I <u>Apply</u>                      |

# **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.

| Tina A. Jones Properties ? 🗴   |
|--|
| Member Of         Dial-in         Environment         Sessions           Remote control         Terminal Services Profile         COM+           General         Address         Account         Profile         Telephones         Organization |
| Title:     Lead accountant       Department:     Accounting  |
| Company: Domain Manager Name: John Smith   |
| <u>Change</u> <u>Properties</u> <u>Clear</u>   |
| Dir <u>e</u> ct reports:   |
|  |
|  |

### Remote Control Tab

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

## **Terminal Services Profile Tab**

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

| fina A. Jones Propertie   | :5                          |                  |                                       | ? ×                              |
|---|-----------------------------|------------------|---------------------------------------|----------------------------------|
| Member Of<br>General Address<br>Remote control  | Dial-in<br>Account<br>Termi | Envii<br>Profile | ronment  <br>Telephones<br>es Profile | Sessions<br>Organization<br>COM+ |
| Use this tab to configure the Terminal Services user profile. Settings in this<br>profile apply to Terminal Services. |                             |                  |                                       |                                  |
| Profile Path:   | er Pronie                   |                  |                                       |                                  |
| Terminal Services Ho  | me Folder                   |                  |                                       |                                  |
| C <u>C</u> onnect:  | ¥ I                         | o:               |                                       |                                  |
| Deny this user permissions to log on to any Terminal Server   |                             |                  |                                       |                                  |
|   |                             | эк               | Cancel                                | Apply                            |

### COM+ Tab

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

| Tina A. Jones Properties   | x |  |  |  |
|--|---|--|--|--|
| Member Of         Dial-in         Environment         Sessions           General         Address         Account         Profile         Telephones         Organization           Remote control         Terminal Services Profile         COM+ |   |  |  |  |
| This user is a member of the following COM+ partition set:   |   |  |  |  |
| Partition <u>S</u> et  |   |  |  |  |
| <none></none>  |   |  |  |  |
|  |   |  |  |  |
|  |   |  |  |  |
|  |   |  |  |  |
|  |   |  |  |  |
|  |   |  |  |  |
|  |   |  |  |  |
|  |   |  |  |  |
|  |   |  |  |  |
|  |   |  |  |  |
|  |   |  |  |  |
|  |   |  |  |  |
| UK Cancel Apply  |   |  |  |  |

## Member of Tab

In the Member Of tab, we press the Ad button and the Select Groups window v appear. One of the groups in the Windo server is accountants, so type that in th textbox and press the OK button. Now, can see that Tina belongs to the Domai Users and accountants groups.

Name Not Found

| The Member Of tab, we press the Add<br>on and the Select Groups window will<br>ear. One of the groups in the Windows<br>er is accountants, so type that in the<br>pox and press the OK button. Now, we<br>see that Tina belongs to the Domain<br>rs and accountants groups. | Control       Profile       Telephones       Organization         Remote control       Terminal Services Profile       COM+         Member Of       Dial-in       Environment       Sessions         Member of: |
|---|---|
| ame Not Found   |   |
| An object named "accoutants" cannot be found. Check the selected object types and location for accuracy and ensure that you typed the object name correctly, or remove this object from the selection.  | Add       Remove         Primary group:       Domain Users         Set Primary Group       There is no need to change Primary group unless you have Macintosh clients or POSIX-compliant applications.          |
| accountants   |   |
| <u>Bemove "accoutants" from selection</u> <b>OK Cancel</b>  | OK Cancel Apply   |
|   |   |

## Dial In Tab

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

| Tina A. Jones Properties   | x |
|--|---|
| General         Address         Account         Profile         Telephones         Organization           Remote control         Terminal Services Profile         COM+           Member Of         Dial-in         Environment         Sessions |   |
| Remote Access Permission (Dial-in or VPN)     Allow access     Deny access     Control access through Remote Access Policy   |   |
| <ul> <li>✓ verify Caller-ID:</li> <li>Callback Options</li> <li>⊙ No Callback</li> <li>⊙ Set by Caller (Routing and Remote Access Service only)</li> <li>⊙ Always Callback to:</li> </ul>  |   |
| Assign a Static IP Address     Apply Static Boutes     Define routes to enable for this Dial-in     connection.     Static Routes  |   |
| OK Cancel <u>A</u> pply  |   |

#### **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.

| fina A. Jones Properties  |            | ? X          |  |  |  |
|---|------------|--------------|--|--|--|
| General Address Account Profile   | Telephones | Organization |  |  |  |
| Remote control Terminal Services Profile COM+   |            |              |  |  |  |
| Member Of Dial-in Env   | rironment  | Sessions     |  |  |  |
| Use this tab to configure the Terminal Services startup environment. These settings override client-specified settings. |            |              |  |  |  |
| Starting program  |            |              |  |  |  |
| Start the following program at logon.   |            |              |  |  |  |
| Erogram file name:  |            |              |  |  |  |
|   |            |              |  |  |  |
| Start jn:   |            |              |  |  |  |
|   |            |              |  |  |  |
|   |            |              |  |  |  |
| Client devices  |            |              |  |  |  |
| Connect client drives at logon  |            |              |  |  |  |
| Connect client printers at logon  |            |              |  |  |  |
| Default to main client printer  |            |              |  |  |  |
|   |            |              |  |  |  |
|   |            |              |  |  |  |
|   |            |              |  |  |  |
| OK  | Cancel     | Apply        |  |  |  |

### 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.

| Tina A. Jones Properties   |  | ? ×                              |  |  |
|--|--|----------------------------------|--|--|
| General Address Account<br>Remote control Termi<br>Member Of Dial-in                         | Profile Telephones<br>nal Services Profile Environment | Organization<br>COM+<br>Sessions |  |  |
| Use this tab to set Terminal Services timeout and reconnection settings                      |  |                                  |  |  |
| End a disconnected session:  | 15 minutes   | •                                |  |  |
| Active session limit:  | 1 day  | -                                |  |  |
| Idle session limit:  | 30 minutes   | •                                |  |  |
| When a session limit is reached or o<br><u>Disconnect from session</u><br><u>End session</u> | onnection is broken:                                   |                                  |  |  |
| Allow reconnection:  |  |                                  |  |  |
| <ul> <li>Erom any client</li> <li>From originating client only</li> </ul>                    |  |                                  |  |  |
|  | DK Cancel  | Apply                            |  |  |

### **New Client Finished**

The new user is now entered into Active Directory.

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

