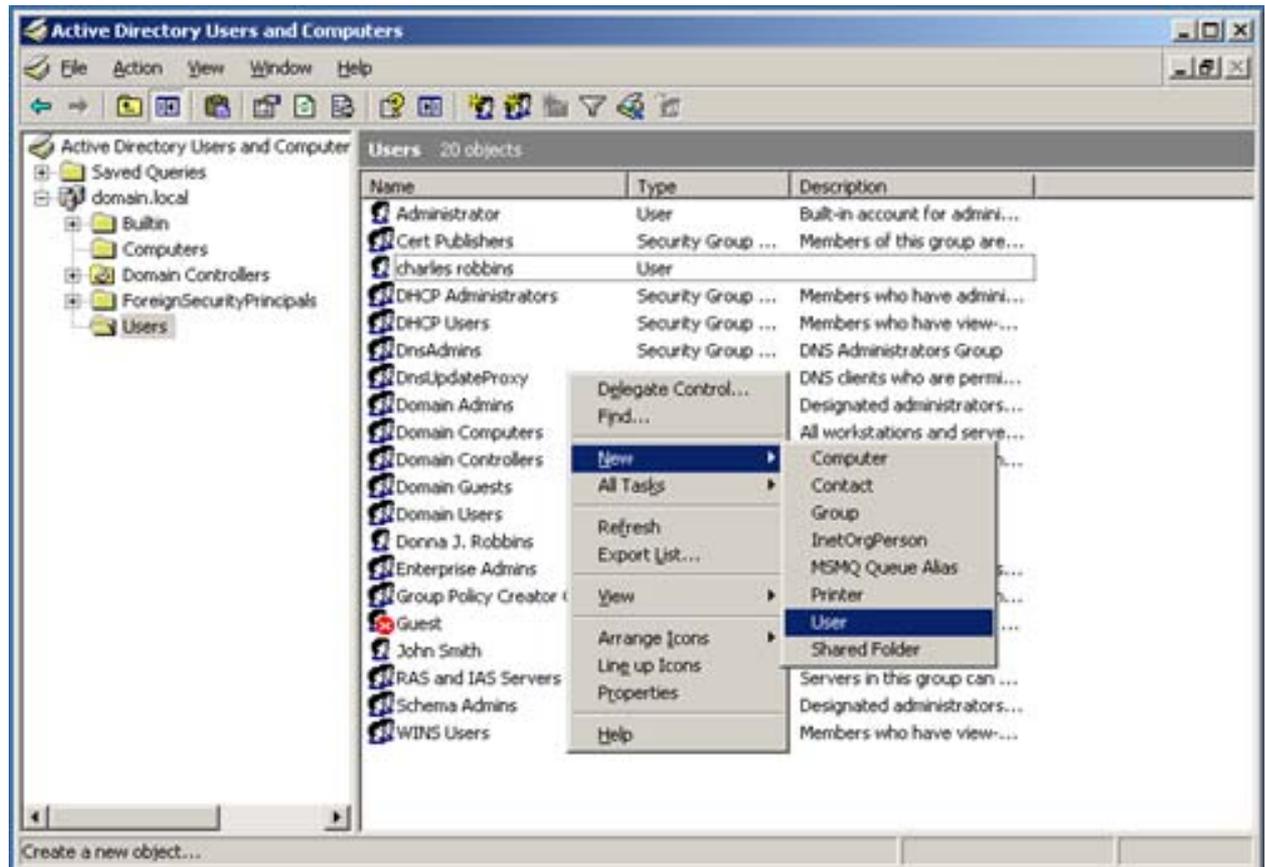


# Adding a New User to a Domain Controller

July 25, 2010

# 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.



# 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

First name: Tina Initials: A

Last name: Jones

Full name: Tina A. Jones

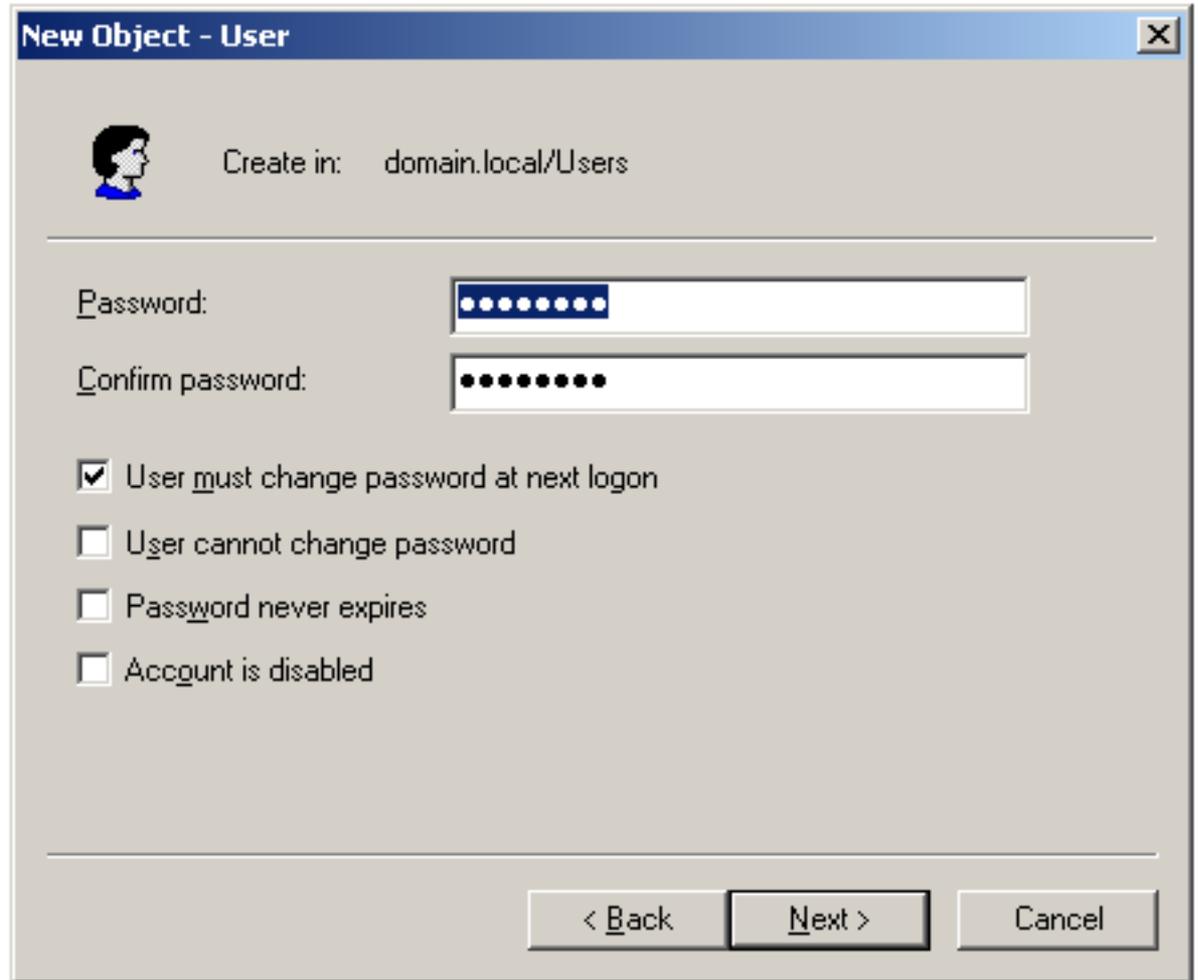
User logon name: tjones @domain.local

User logon name (pre-Windows 2000): DOMAIN\ tjones

< Back Next > Cancel

# 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 logs in 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.local/Users

Password: [masked]

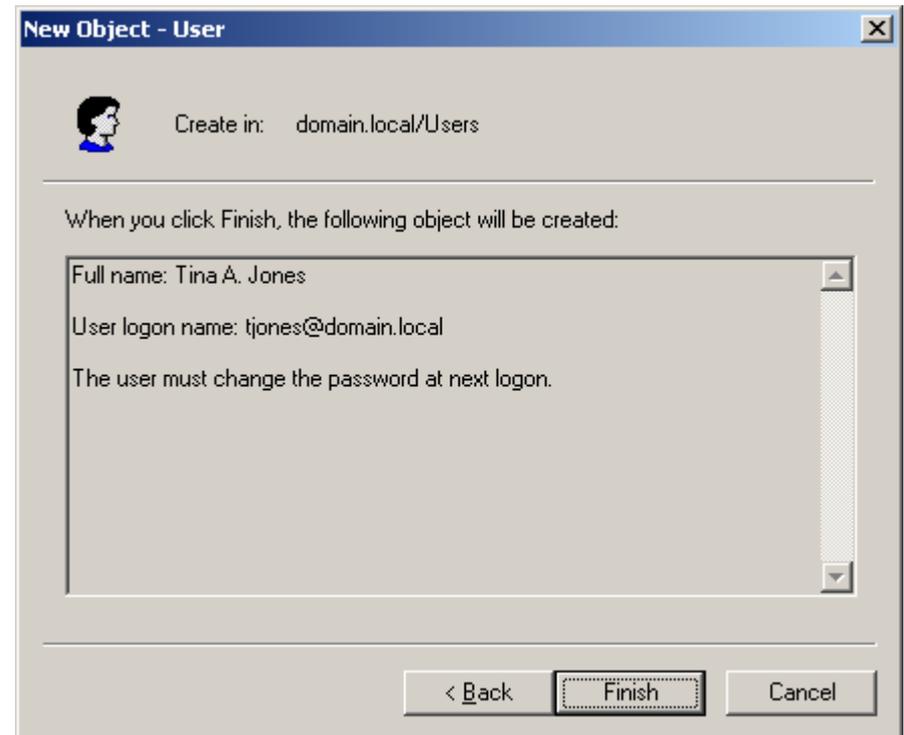
Confirm password: [masked]

- User must change password at next logon
- User cannot change password
- Password never expires
- Account is disabled

< Back   Next >   Cancel

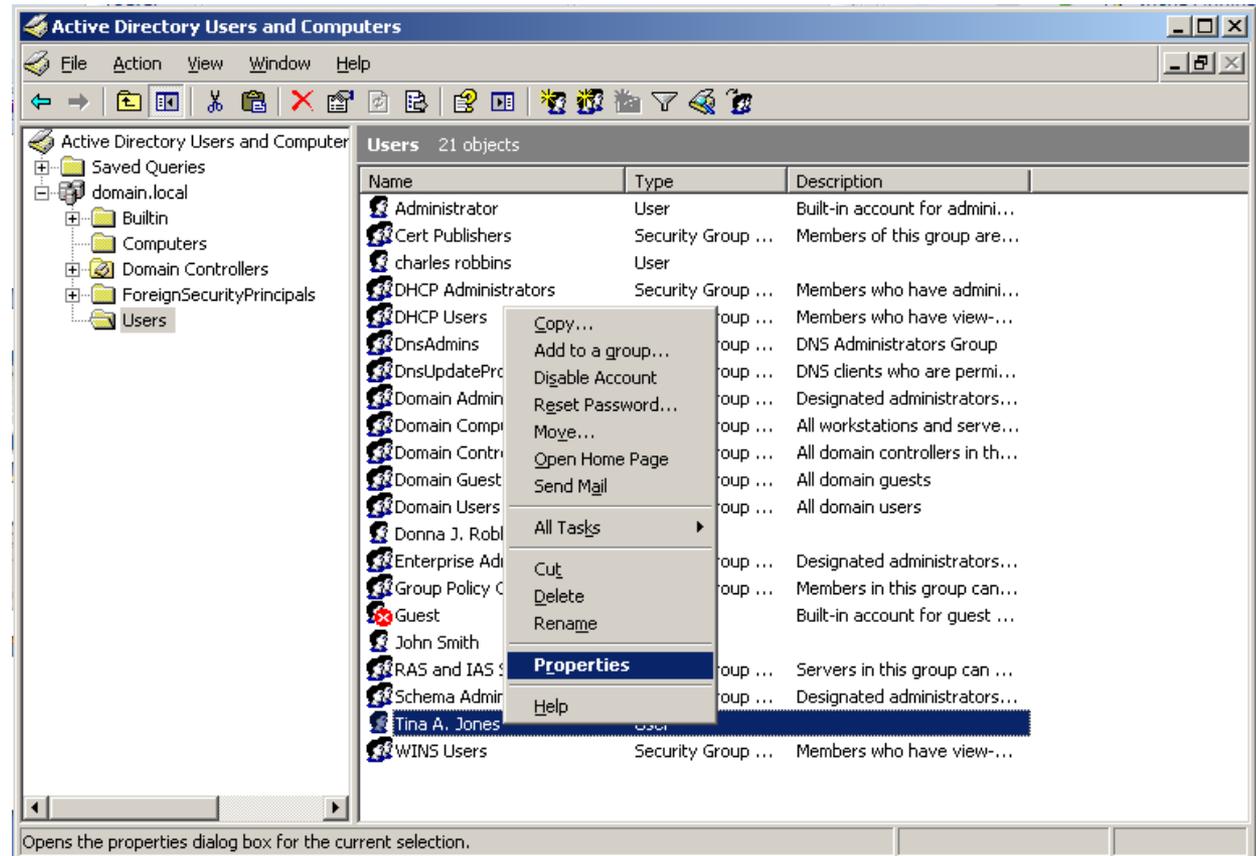
# New User Summary

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.



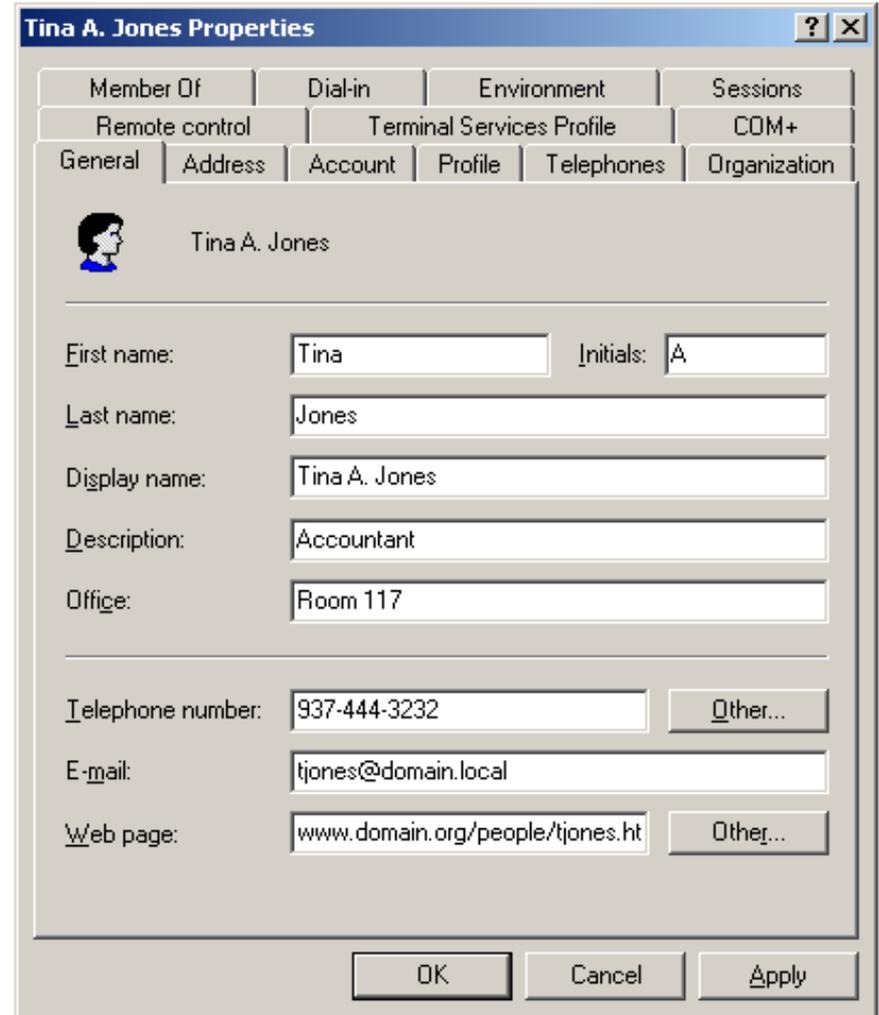
# New User Properties

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



# 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.



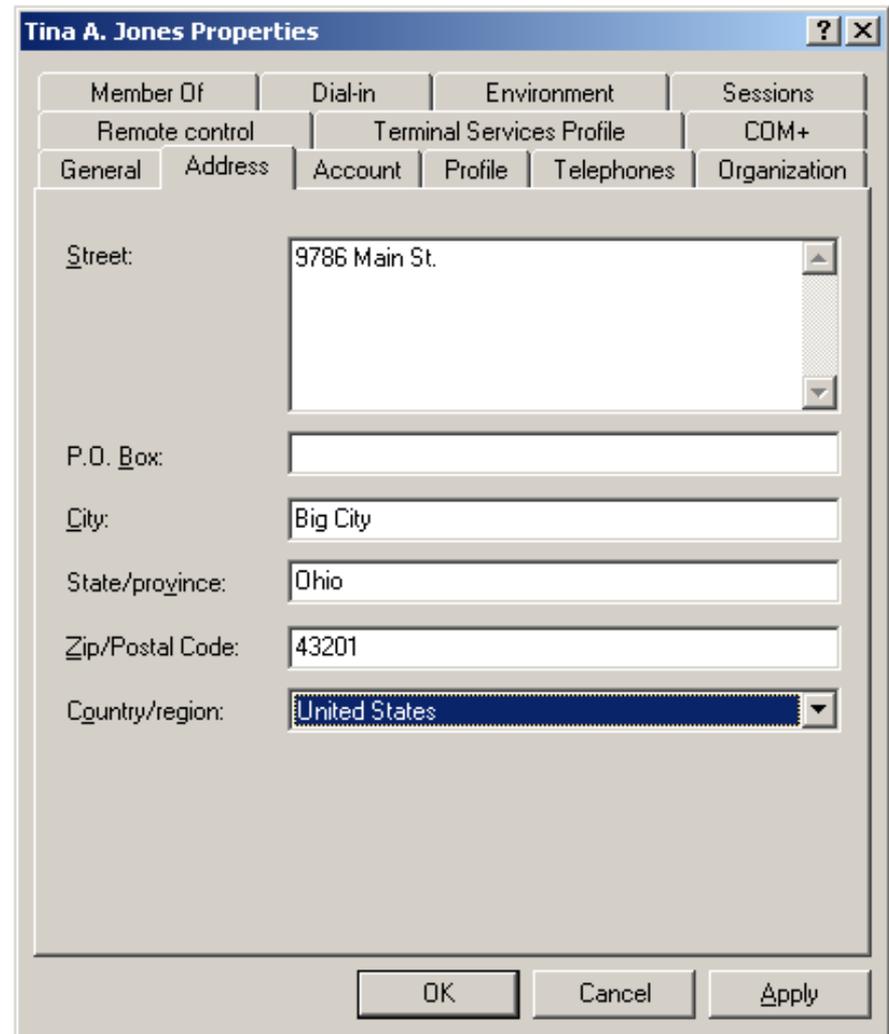
The screenshot shows a Windows-style dialog box titled "Tina A. Jones Properties". It has a tabbed interface with the "General" tab selected. The dialog contains several input fields for user information:

- Member Of:** Dial-in, Environment, Sessions
- Remote control:** Terminal Services Profile, COM+
- General:** Address, Account, Profile, Telephones, Organization
- Name fields:** First name: Tina, Initials: A, Last name: Jones, Display name: Tina A. Jones
- Description:** Accountant
- Office:** Room 117
- Telephone number:** 937-444-3232 (with an "Other..." button)
- E-mail:** tjones@domain.local
- Web page:** www.domain.org/people/tjones.ht (with an "Other..." button)

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

# 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.



The screenshot shows a Windows-style dialog box titled "Tina A. Jones Properties". It has 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 is active, showing the following fields:

- Street: 9786 Main St.
- P.O. Box: (empty)
- City: Big City
- State/province: Ohio
- Zip/Postal Code: 43201
- Country/region: United States

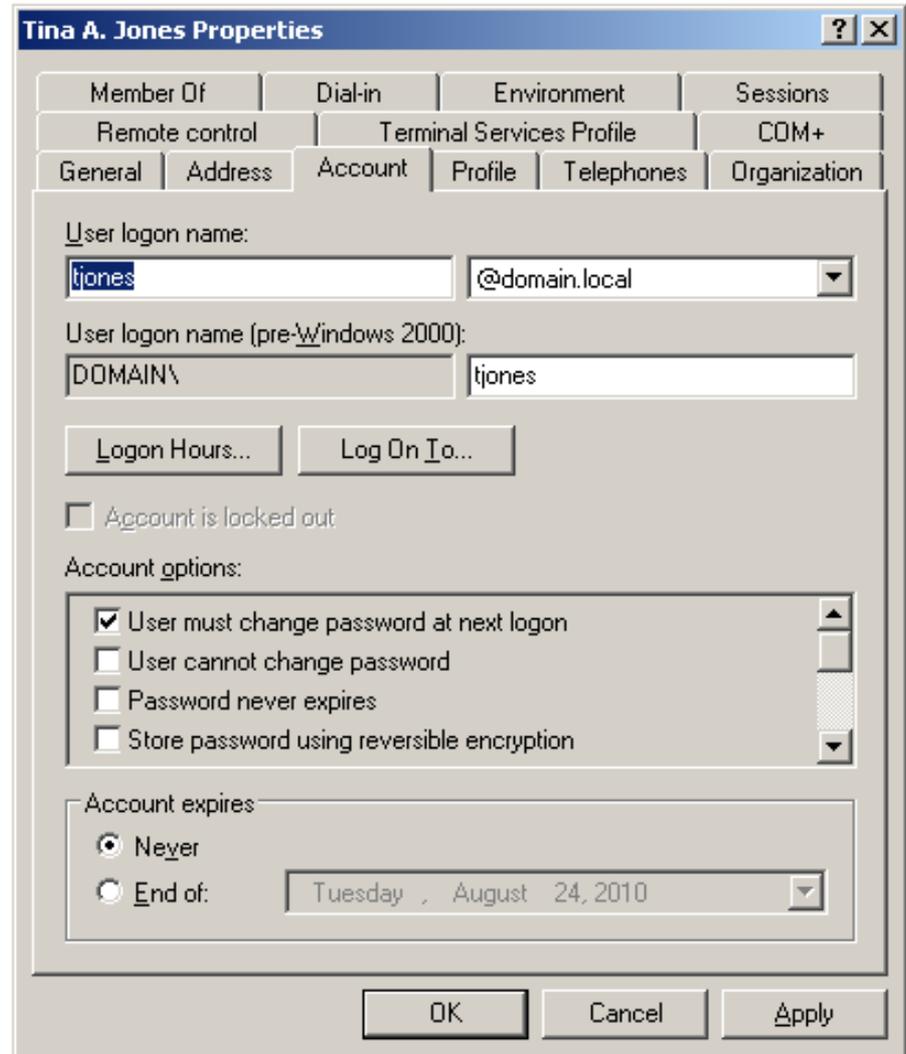
At the bottom of the dialog box are three buttons: OK, Cancel, and Apply.

# 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.



# 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.

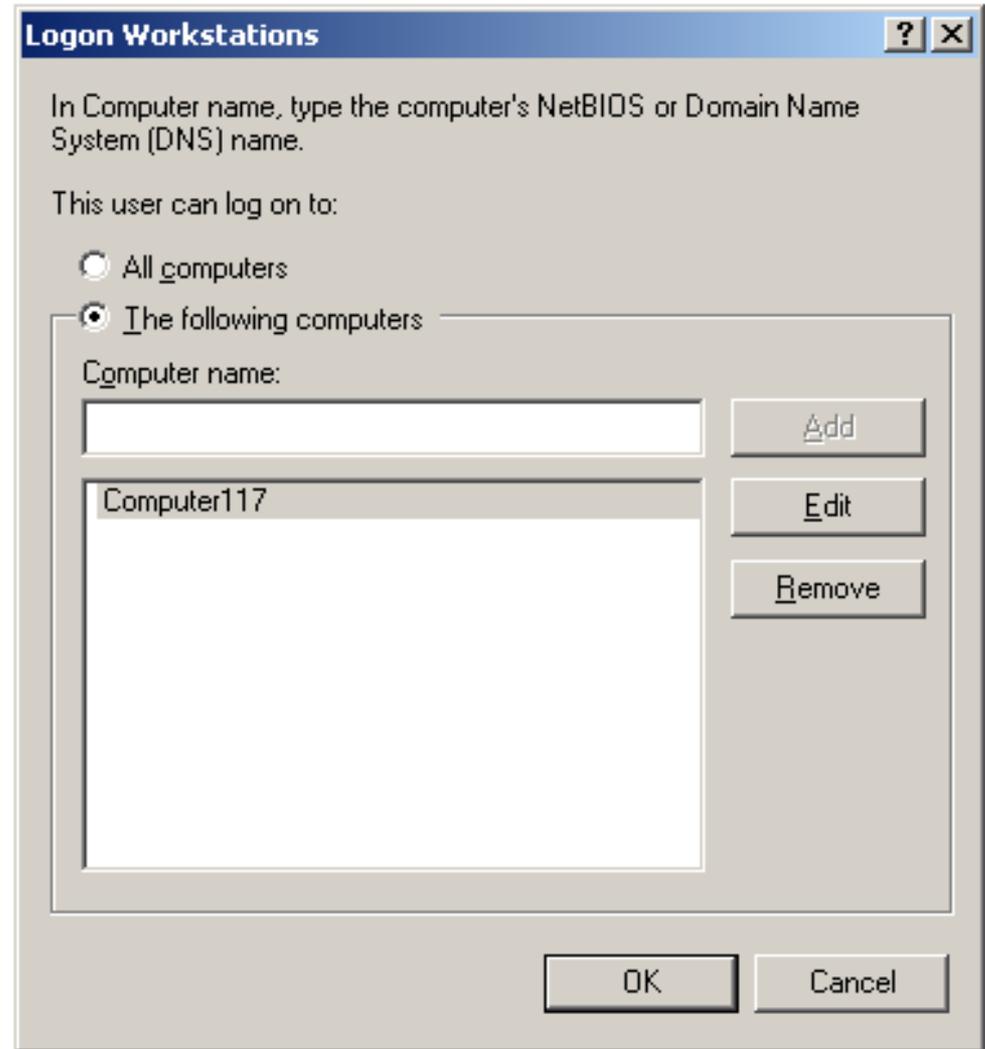
The screenshot shows a dialog box titled "Logon Hours for Tina A. Jones". At the top, there are two moon icons and a sun icon, with time slots "12 · 2 · 4 · 6 · 8 · 10 · 12 · 2 · 4 · 6 · 8 · 10 · 12" below them. The main area is a grid with rows for "All", "Sunday", "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", and "Saturday". The "All" row is highlighted. The "Sunday" row has a small white box around the 12:00 AM slot. The "Monday" through "Saturday" rows have blue shaded areas from 7:00 AM to 10:00 PM. The "Logon Denied" radio button is selected. There are "OK" and "Cancel" buttons on the right. At the bottom, it says "Sunday from 12:00 AM to 1:00 AM".

Day	12:00 AM	1:00 AM	2:00 AM	3:00 AM	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM	11:00 PM	12:00 AM
All																									
Sunday																									
Monday																									
Tuesday																									
Wednesday																									
Thursday																									
Friday																									
Saturday																									

Sunday from 12:00 AM to 1:00 AM

# Permitted Workstations

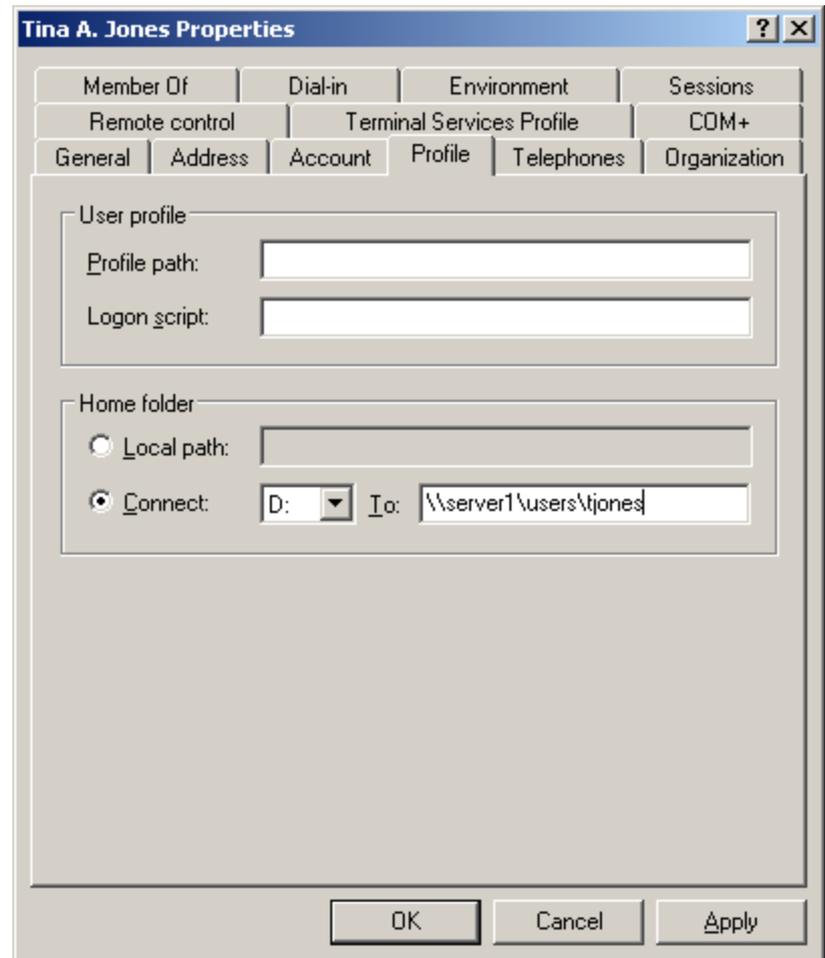
After selecting Log On to in the Account tab, we can opt to allow the user to logon to any computer or we can restrict them to their own machine. In our company, we assign individuals to their own computers, so we pick the following computers and we add the computer name. We could assign all computers in the accounting department to their staff.



# 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.



# 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.

The screenshot shows a Windows-style dialog box titled "Tina A. Jones Properties". It has 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 "Telephones" tab is active, showing a section titled "Telephone numbers" with five rows of input fields and "Other..." buttons:

Home:	614-898-7894	Other...
Pager:		Other...
Mobile:	937-454-9998	Other...
Fax:	937-565-9999	Other...
IP phone:		Other...

Below the telephone numbers is a "Notes:" section with a text area containing the text: "Please contact Tina at her mom's house on weekends when she is on call. The number is 614-878-5666." At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

# 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.

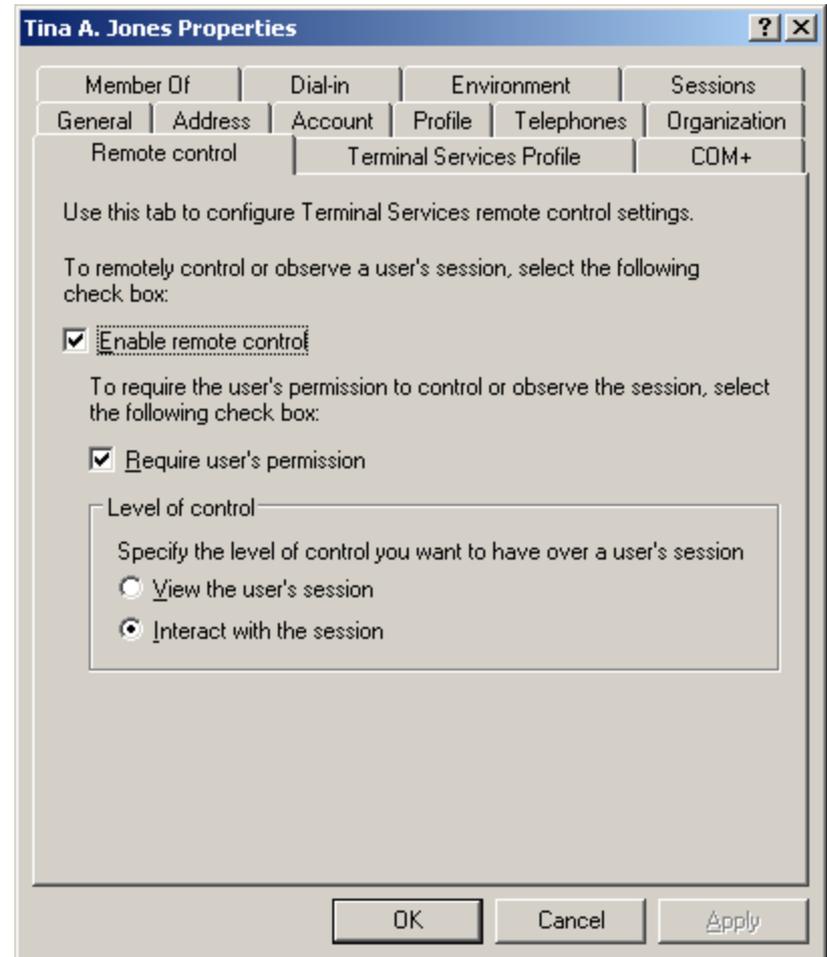
The screenshot shows a Windows-style dialog box titled "Tina A. Jones Properties". It has a tabbed interface with the following tabs: Member Of, Dial-in, Environment, Sessions, Remote control, Terminal Services Profile, COM+, General, Address, Account, Profile, Telephones, and Organization. The "Organization" tab is selected. The form contains the following fields and controls:

- Title:** Textbox containing "Lead accountant".
- Department:** Textbox containing "Accounting".
- Company:** Textbox containing "Domain".
- Manager:** A section containing:
  - Name:** Textbox containing "John Smith".
  - Change...** Button.
  - Properties** Button (highlighted with a dashed border).
  - Clear** Button.
- Direct reports:** An empty list box.

At the bottom of the dialog are three buttons: **OK**, **Cancel**, and **Apply**.

# Remote Control Tab

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



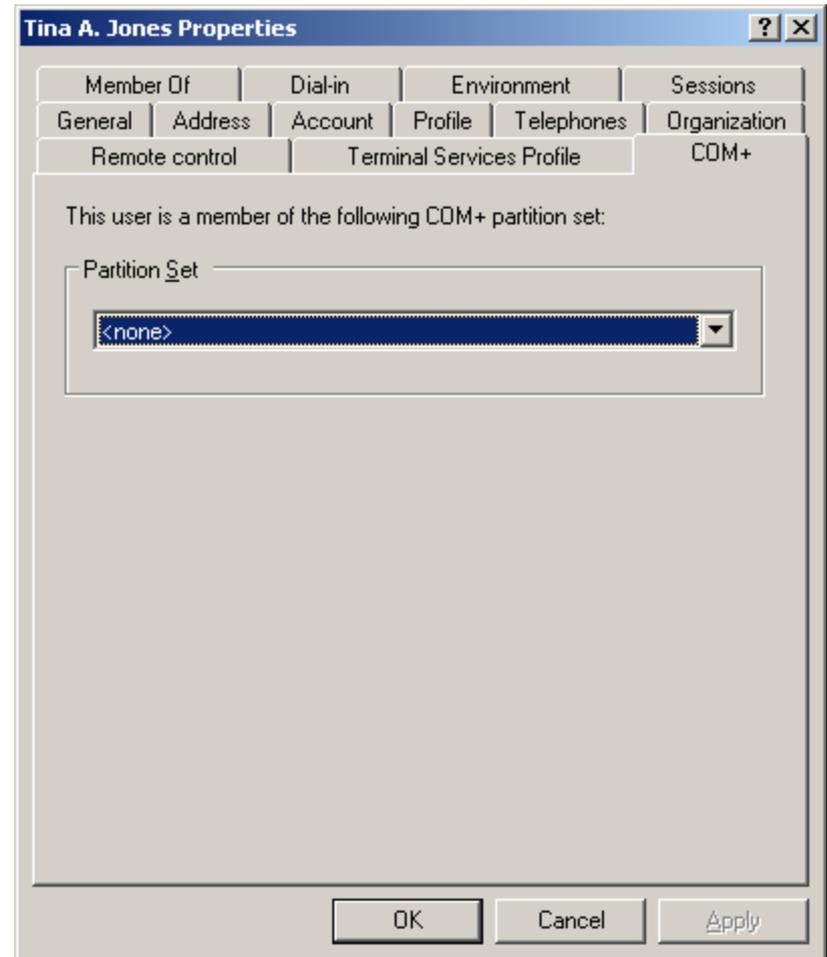
# Terminal Services Profile Tab

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

The screenshot shows the 'Tina A. Jones Properties' dialog box with the 'Terminal Services Profile' tab selected. The dialog has a title bar with a question mark and close button. Below the title bar are several tabs: 'Member Of', 'Dial-in', 'Environment', 'Sessions', 'General', 'Address', 'Account', 'Profile', 'Telephones', 'Organization', 'Remote control', 'Terminal Services Profile', and 'COM+'. The 'Terminal Services Profile' tab is active and contains the following text: 'Use this tab to configure the Terminal Services user profile. Settings in this profile apply to Terminal Services.' Below this text are three sections: 1. 'Terminal Services User Profile' with a 'Profile Path:' label and an empty text box. 2. 'Terminal Services Home Folder' with two radio button options: 'Local path' (selected) with an empty text box, and 'Connect:' with a dropdown menu and an 'Io:' label with an empty text box. 3. A checkbox labeled 'Deny this user permissions to log on to any Terminal Server' which is currently unchecked. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Apply'.

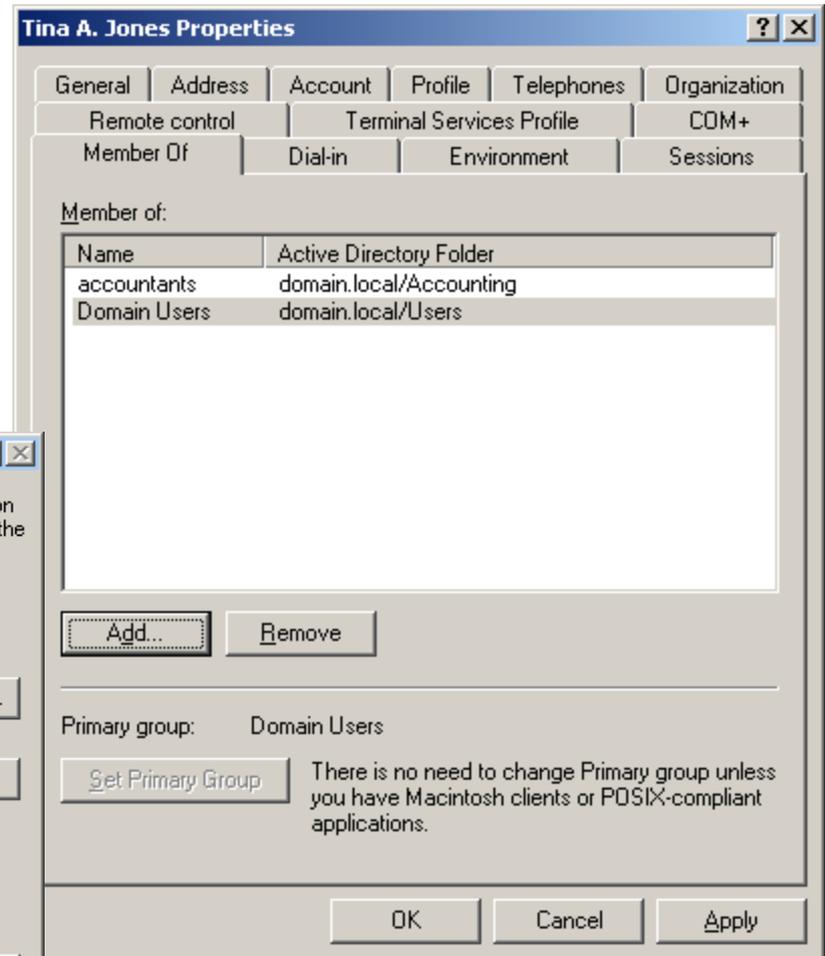
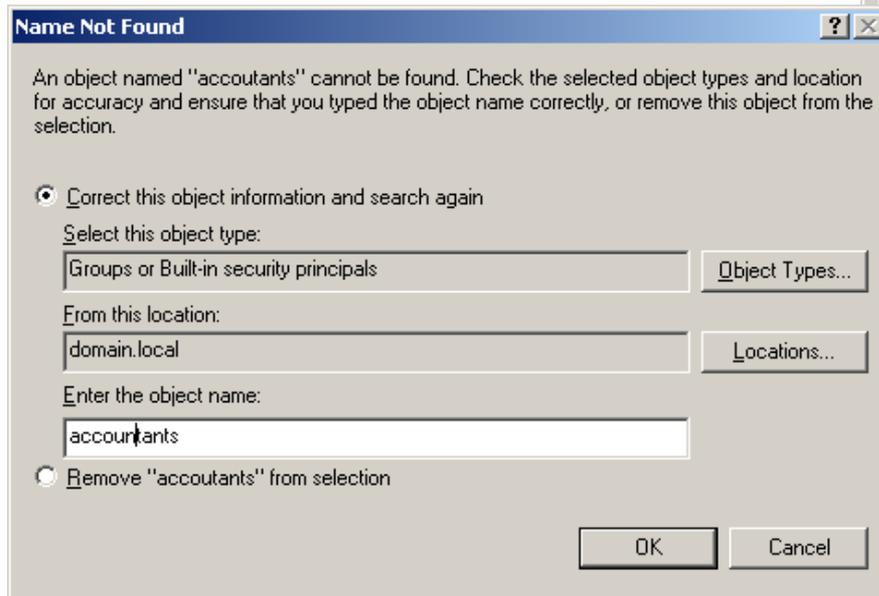
# COM+ Tab

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



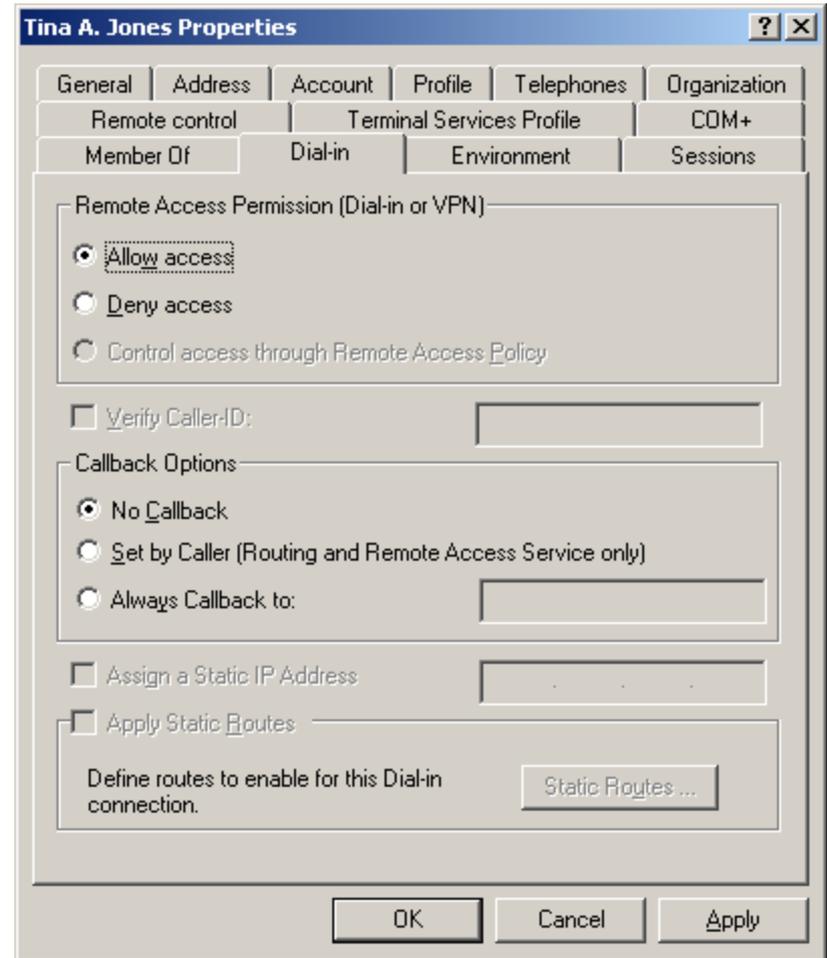
# Member of Tab

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 accountants, so type that in the textbox and press the OK button. Now, we can see that Tina belongs to the Domain Users and accountants groups.



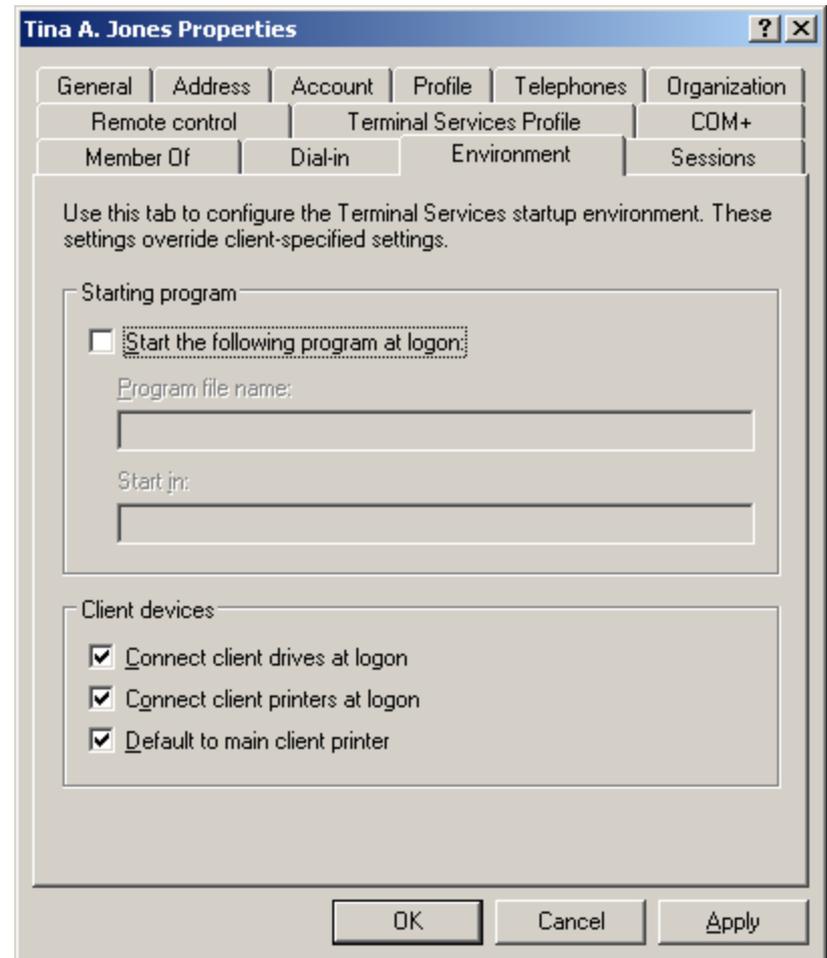
# Dial In Tab

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



# 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.

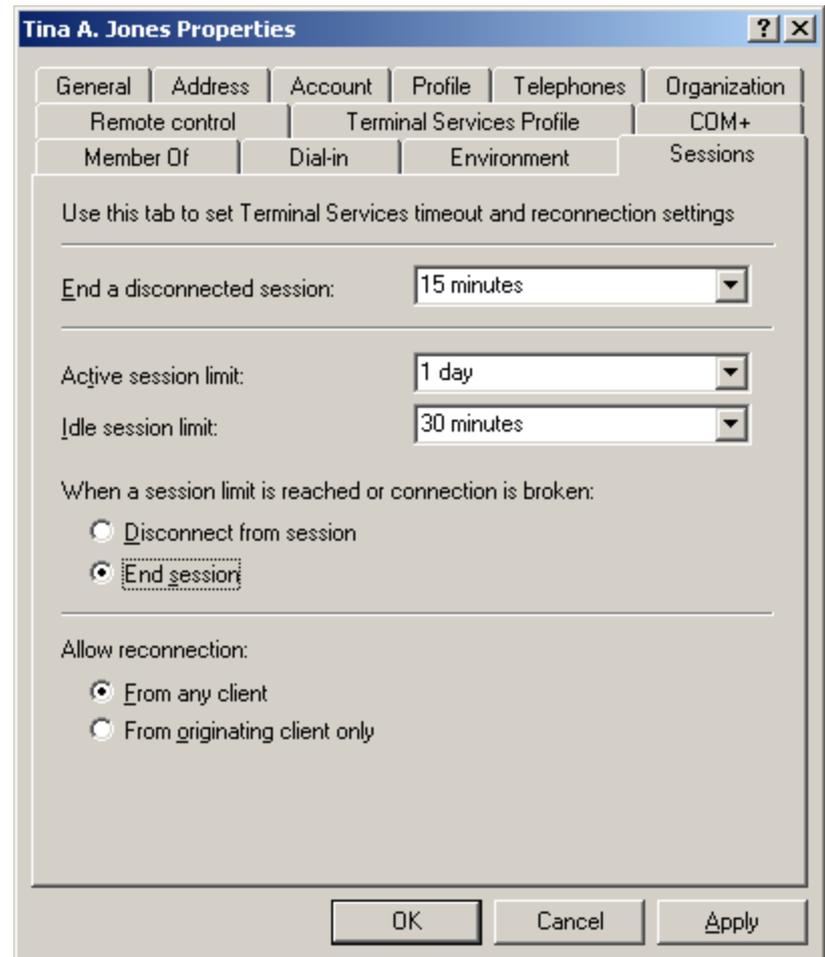


# Sessions Tab

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 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.



# New Client Finished

The new user is now entered into Active Directory.

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

