

User Account Management

User Account

- User Account is an object in AD DS which controls the authentication and access to resources, and contains many attributes about a user on your network.
- In other terms, a user account in the AD represents actual user or actual person, who is going to access resource on the network.

Traditional AD Management Tools

Tool	Description
Active Directory Users and Computers	Used for typical day to day management of Active Directory objects such as users, groups, computers, and OUs
Active Directory Sites and Services	Used to manage sites, replication, network topology, and related services
Active Directory Domains and Trusts	Used to manage trust relationships and forest functional level
Active Directory Schema	Used to manage the schema, and is not installed by default
Command Line Tools	A collection of tools which can be used for command line management and basic scripting

New Active Directory Management Tools

Tool	Description
Active Directory Administrative Center	A GUI built upon Windows PowerShell with an enhanced interface allowing you to perform object management using task-oriented navigation
Windows PowerShell	Used to create and manage objects and provides flexible scripting capabilities

Creating User Accounts on a DC

- Go to Server Manager, click on Tools menu (right side), and click on *Active Directory Users and Computers*
- On the window that comes, on the left column, under Active Directory Users and Computers, you see Saved Queries and the Domain Name you created earlier (in this case TVETI.local)
- Expand the domain name (click on the small triangle before the name)

Creating User Accounts on a DC

- There you see the default containers
 - ✓ Builtin
 - ✓ Computers
 - ✓ Domain Controllers
 - ✓ ForeignSecurityPrincipals
 - ✓ Managed Service Accounts
 - ✓ Users
- Click on each of these to see what they have
 - ✓ The Domain Controllers for examples show you the DC servers you set up

Creating User Accounts on a DC

- Click on Users (the last one), and you see many security groups and 2 or 3 users (including Administrator and Guest-which is disabled by default)
 - ✓ Disabled accounts show small little down arrow symbols with them, like on the guest account
- To create a user account, right click on User, go to New, click on User
- This takes you to New Object – User wizard

Creating User Accounts on a DC

- Then fill the fields like First name, Last name, etc.
 - ✓ Assume you have a user named John Doe, to create a user account for this person type John as First name, and Doe as Last name, you see his full name is given by itself
- For User logon name, you should first have to plan on what format user logon names should have
 - ✓ In this case for user logon name we will follow First name and the first letter of last name, with no spaces
 - E.g. JohnD

Creating User Accounts on a DC

- Then click next
- Here you type password for this user
- You see the options “user must change password at next logon”, “user cannot change password”, “password never expires”, “account is disabled”.
 - ✓ For this case, select password never expires, since this is a test environment
- Click next, and then finish

User Properties

- After creating the user, you see the new user in the list of users
- Right click on the newly created user, and click on Properties
- There you see many tabs, including the General tab, Account tab, etc.
- Click on the Account tab, here you see options like setting the logon hours for the user, the computers he is allowed to logon etc.
- For temporary users, we can set the account expire date also.

User Template

- User templates are used to create other users based on same properties in the future
- To create a user template, right click on Users, then New > User
 - ✓ User templates are still a real user accounts, but let us give first name: `_Sales_User`, last name: `_Template`
 - ✓ Give sample user logon name, like `_sales_user_template`
 - Assuming we are creating user account template for future sales department staff members
 - We use the underscore (`_`) just to make the template appear first alphabetically (not a must)
 - ✓ Click next, give appropriate password, and password never expires (or the other option also possible)
 - ✓ **Select “Account is disabled”**, click next and finish.

User Template

- To create users based on the template, right click on the user template account, and click “copy”
- Then enter the real user name, logon name, click next, give password and de-select “account is disabled”
- The advantage of using template instead of directly creating the user is it copies all the properties from the template, like the logon ours, member of (the group this user belongs to), the privileges, etc.
 - ✓ This saves time and effort if we have many users.

Common Administrative Processes

- You can reset the password of users
 - ✓ Right click on the user, click on Reset password
 - ✓ There you can type in the new password, and also unlock the account (if it is locked for trying many times with wrong username password)
- You can also unlock an account (not reset the password) by right clicking on the user account name, properties, and then click on Account tab, there click on Unlock account checkbox
- To disable an account (like if the user leaves the organization), right click on the account, then click on Disable account
- We can also delete an account by right clicking on it

Common Administrative Processes

- We can also rename user accounts, like when you want to change the full name or logon name
 - ✓ To do so, right click on the User account, and click rename