

Managing User and Computer Accounts

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Installing and Customizing the Active Directory Administrative Center

1. Download and install Remote Server Administration Tools from [Microsoft's Download Center](#). Be sure to download the correct version for your operating system. If you are running Windows 7 64-bit, download the file named "amd64fre...". If you are running Windows 7 32-bit, download the file named "x86fre..."
2. Open the Control Panel then Programs.
3. Click on "Turn Windows features on and off."
4. Expand the feature tree to Remote Server Administration Tools > Role Administration Tools > AD DS and AD LDS Tools > AD DS Tools.
5. Select "Active Directory Administration Center" and click OK.
6. Click on the Start button and enter DSAC into the search field and run dsac.exe. (You might want to create a shortcut to dsac.exe.)
7. In the ADAC, click on "Add Navigation Nodes..." in the toolbar.
8. Browse through the columns of Active Directory containers (aka Organizational Units) to the one for your local site. (The exact tree structure for each site may vary.) Highlight your container and click the double-arrow button to add it to the navigation pane. Click OK.
9. Click on your site container in the navigation pane to view and manage its contents.

Creating a User Account

1. User accounts should be created in the format First.Last, where “first” is the user’s first name and “last” is the user’s last name. If there is already an account with the desired name, then you may include a first or middle initial, such as FirstM.Last or FMiddle.Last.
2. Select the container in which you want to create the account.
3. Click New > User from the Tasks pane on the right-hand side of the window.
4. Enter the first and last name (and middle name or initial if appropriate).
5. Enter the user’s logon name in “User UPN logon” and an initial password in the “Password” and “Confirm password” fields.
6. Add the appropriate information under Organization and add the user account to any groups.

Resetting a User Password

1. Highlight the user account in ADAC and click “Reset password” from the Tasks pane.
2. Enter the new password in the “Password” and “Confirm password” fields. Check the “Unlock account” box if necessary. Click OK.

Creating a User Group

1. Group names should be descriptive and begin with your organization’s OU name. For example, “My New Group” would be inappropriate, but “AGECO-Cotton Research Group” would be good.
2. Select the container in which you want to create the group.
3. Click New > Group from the Tasks pane.
4. Enter a name for the Group. Add a description and comments if appropriate.

Adding a User Account to a Group

Use one of the following methods:

1. Highlight the user account object in ADAC.
 - a. Click on “Add to group...” in the Tasks pane on the right.
 - b. Type the name (or the first part of the name) of the group and click “Check Names”. To enter multiple group names, separate them by a semi-colon.
 - c. If “Check Names” returns multiple possibilities, select the correct one and click OK.
2. Double-click the user account in ADAC to modify its properties.
 - a. Click on “Member Of” in the navigation pane on the left.
 - b. Click on the “Add” button.
 - c. Type the name (or the first part of the name) of the group and click “Check Names”. To enter multiple group names, separate them by a semi-colon.
 - d. If “Check Names” returns multiple possibilities, select the correct one and click OK.
 - e. Click OK to close the user account.
3. Double-click the group object in ADAC to modify its properties.
 - a. Click on “Members” in the navigation pane on the left.

- b. Click on the “Add” button.
- c. Type the name (or the first part of the name) of the user you wish to add and click “Check Names”. To enter multiple users, separate them by a semi-colon.
- d. If “Check Names” returns multiple possibilities, select the correct one and click OK.
- e. Click OK to close the group properties.

Removing a User Account from a Group

Use one of the following methods:

1. Double-click the user account in ADAC to modify its properties.
 - a. Click on “Member Of” in the navigation pane on the left.
 - b. Highlight the group you wish to remove and click “Remove”.
 - c. Click OK to close the user account.
2. Double-click the group object in ADAC to modify its properties.
 - a. Click on “Members” in the navigation pane on the left.
 - b. Highlight the member you wish to remove and click “Remove”.
 - c. Click OK to close the group properties.

Creating an Organizational Unit

Organizational Units are containers used to group user, group, computer, and other objects within Active Directory.

1. Select the container in which you want to create the new OU.
2. Click New > Organizational Unit from the Tasks pane on the right.
3. Enter a name for the OU and other appropriate information. Click OK.

Joining a Workstation to the Domain

1. Select the container in which you want to create the computer account object.
2. Click New > Computer from the Tasks pane on the right.
3. Enter the computer’s name in the “Computer name” field. This must **exactly** match the name of the computer that you will be joining to the domain. Click OK.
4. On a Windows 7 or Vista computer:
 - a. Log onto the computer with an administrator account.
 - b. Click on the Start button, right-click on Computer, select Properties.
 - c. Click on “Change settings”.
 - d. Click on the “Change” button.
 - e. Make sure the computer name exactly matches the computer name you entered for the computer account in the domain.
 - f. Select the “Domain” radio button and enter agnet.tamu.edu as the domain name. Click OK.

- g. Enter your username and password and click OK.
 - h. Acknowledge the Welcome message and close the system properties window.
 - i. Restart the computer.
5. On a Windows XP computer:
 - a. Log onto the computer with an administrator account.
 - b. Click on the Start button, right-click on My Computer, select Properties.
 - c. Click on the "Change" button.
 - d. Make sure the computer name exactly matches the computer name you entered for the computer account in the domain.
 - e. Select the "Domain" radio button and enter agnet.tamu.edu as the domain name. Click OK.
 - f. Enter your username and password and click OK.
 - g. Acknowledge the Welcome message and close the system properties window.
 - h. Restart the computer.
6. After the computer restarts, make sure that you are logging into the domain and not the computer.
7. If the computer name does not match the name of the computer account object you created in ADAC, the join may fail or the computer account will be created in the wrong OU.

Joining a Mac to the Domain

1. Create a computer account on the domain as above. When joining a Mac, the account does not need to match the actual computer name.
2. On the Mac, open the Directory Utility application.
3. Click on the padlock icon to enable edits. Enter the username and password of an administrator account on the Mac.
4. Click the add button.
5. Change the directory type to "Active Directory" and fill in the blanks as follows:
 - a. Active Directory Domain: **agnet.tamu.edu**
 - b. Computer ID: *This **must** match the name of the computer account you created in step 1.*
 - c. AD Administrator Username: *An account that has permission to join workstations to the domain.*
 - d. AD Administrator Password: *The password for the account in c above.*
6. Click OK. The Directory Utility should show an entry for Active Directory with a status of "The server is responding normally."
7. Click the padlock to disable edits and restart the computer.
8. Verify that you are able to log in using a domain user account.

Document History

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