Active Directory

Creating a user with the Active Directory Users and Computers Software

AD > Active Directory Users & Computers

A step-by-step guide to creating an Active Directory user account with Windows-Native Feature Software.

Estimated time: 2 minutes

Suitable for: Domain Administrators

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[AXLD-AD-0102]

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Welcome! This guide will help you understand the process of creating an Active Directory Domain user utilising "Active Directory Users & Computers".

Before you start

Before you begin this guide, you will need the following:

- Domain-Joined Windows PC.
- To be logged in as an Active Directory Domain Administrator or have assigned access.
- Have enabled the Optional Feature "RSAT: Active Directory users and Computers" (See AXLD-AD-0101).
- User's Full Name, Username, and email address.

Where to find support

Below are some ways to get some help if you cannot complete the actions within this guide.

The list is defined in order of priority:

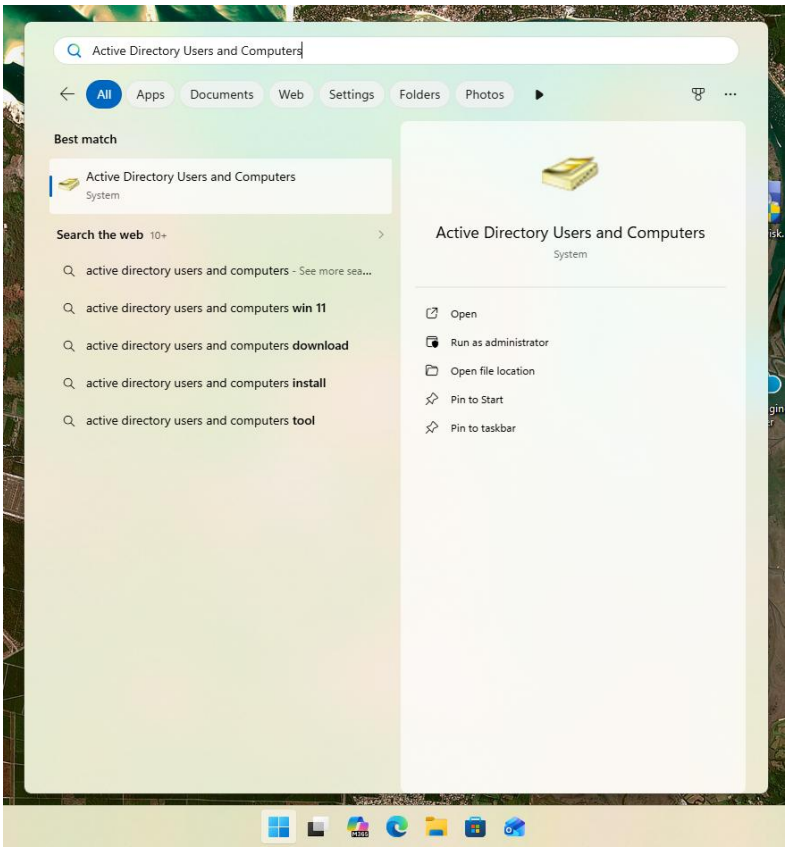
1. Consult any internal company SOP documents
2. Raise the issue with an internal IT Administrator
3. Visit support.aerotrixlabs.com and search the Knowledge Base
4. Open a support ticket at support.aerotrixlabs.com to get in contact with your company's account manager

Step 1: Access the User Management Application

In this step, you will open the relevant software and navigate to the correct section ready for user creation.

1.1 – Opening the Active Directory Users & Computers Software

Click the windows button on your keyboard and in the search bar type the application name “Active Directory Users & Computers”. Click the application to launch it.



1.2 – Ensure you have the correct permissions

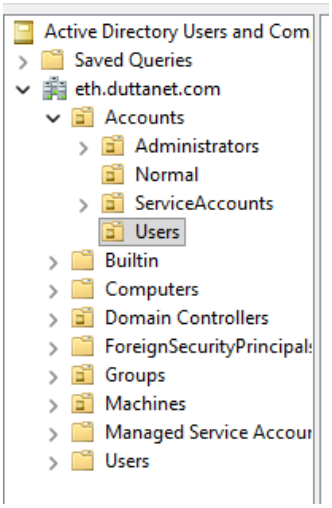
When you open the app, if you are presented with an error message like below, you do not have the necessary permissions to use this app and will need to contact a system administrator.

[INSERT PIC OF ADUC FAILING TO OPEN]

1.3 – Navigate to the correct Organizational Unit

Using the left-hand sidebar, browse your domain until you find the correct Organizational Unit (OU) for the user to belong in. If your organization doesn’t use OU’s, then you can create the user in the default “Users” container. If you are unsure where users belong within your domain, please contact an administrator that does. In this

example we will use the OU **DOMAIN** > Accounts > Users. Double-click the folder to enter that OU.



1.4 – Next Steps

You have now successfully launched the Active Directory Users & Computer app and navigated to the correct container or Organizational Unit where you will create the user.

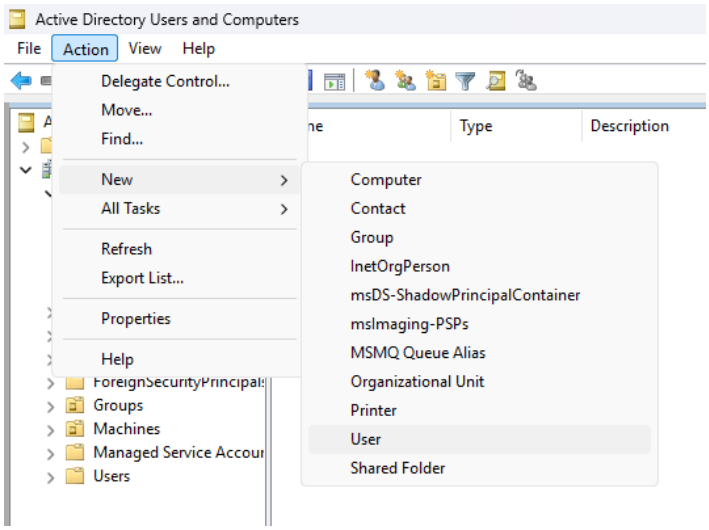
In the next step, you will create the user, assign a password, and will be able to set certain attributes for the user.

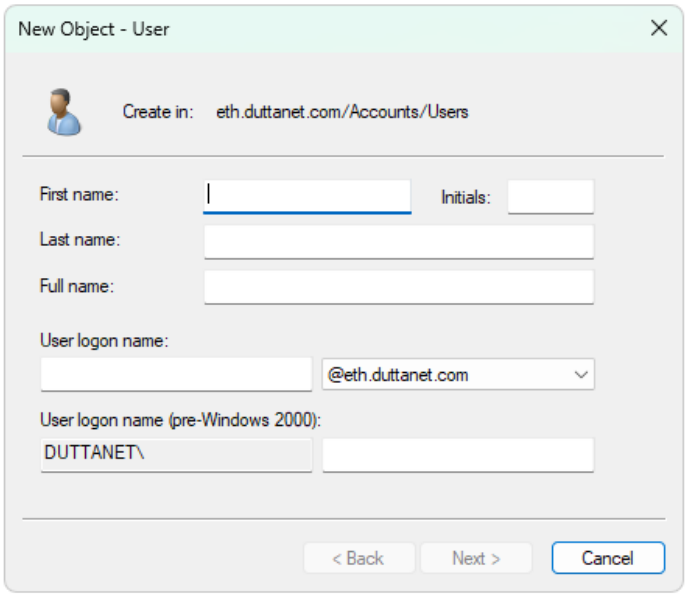
Step 2: Creating the User

In this step, you will create the user account and assign a password alongside any other attributes you may require.

2.1 – Launch the User Creation Wizard

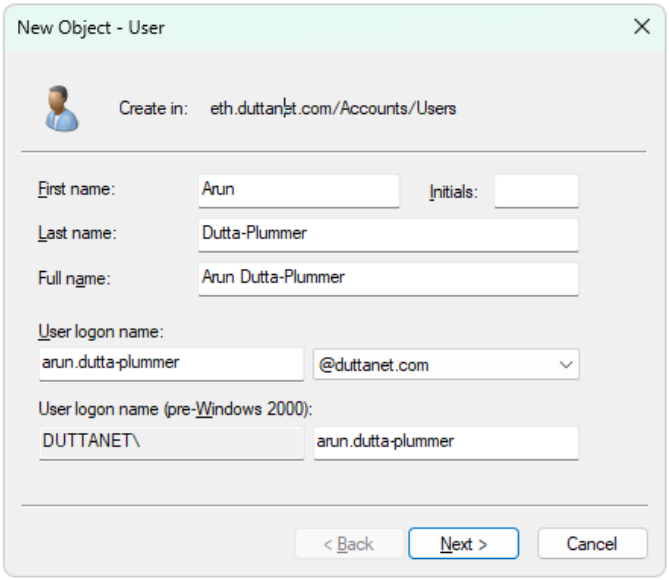
Once you are in the required OU or container, either click Action > New > User (in the top bar) or right click in the OU space and click New > User in the context menu. This will then open a window with the title “New Object – User”.





2.2 – User's Basic Details

Fill out this first form with the user's basic details (First name, last name, and username). If you have multiple domain names under your active directory domain, you can then select it by using the dropdown. The required fields are Full Name, User Logon name, and User logon name (pre-windows 2000) but you are recommended to fill all of these out. Once these are filled out, click the "Next" button.



2.3 – Password and First-login behavior

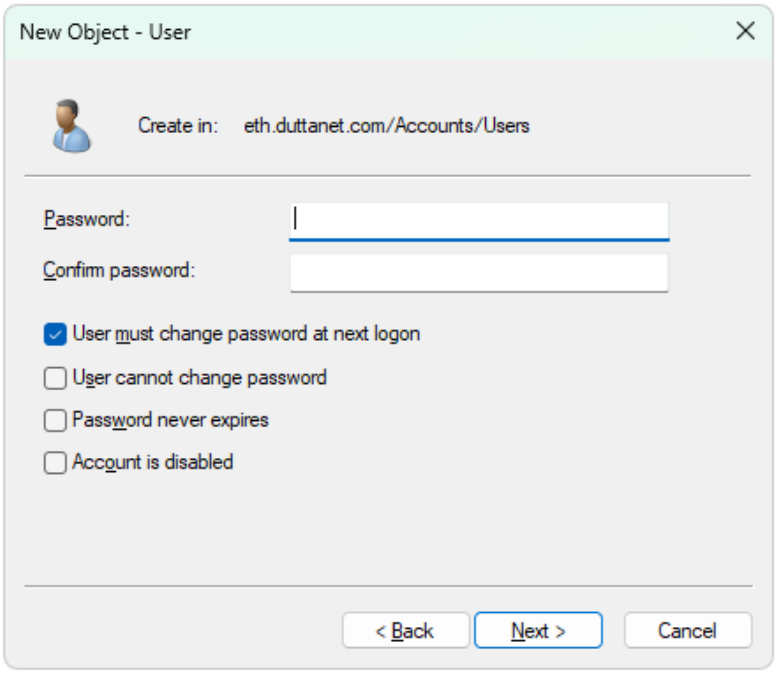
On the next page, you can fill out the user's initial password – even this initial password must match the length and complexity requirements of your domain. You can then highlight the checkboxes as required – see explanations below.

User must change password at next logon – When the user attempts to log into a domain-joined PC, they will be prompted to change their password to what they choose, and it must match your domain password requirements.

User cannot change password – The user is unable to change their password at all. Domain Administrators will still be able to chang/reset the password as required.

Password never expires – If your domain has a password expiration policy, this will ignore that.

Account is disabled – The user's account will be created with the specified details and password but when the user attempts to log on it will decline them and tell them their account is disabled. Domain Administrators can "Unlock" the user's account.



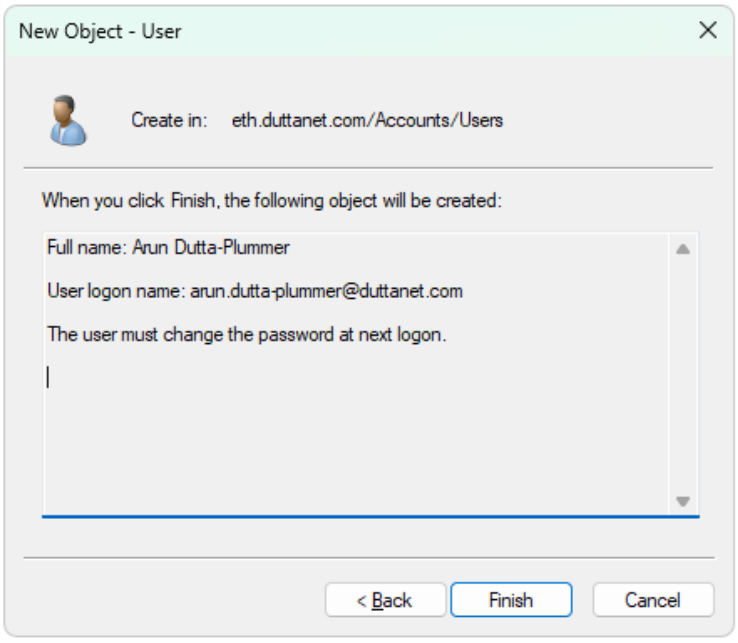
Click “Next”.

2.4 – Completion of User Creation

The last step of the wizard allows you to verify the details you have entered. Once you are happy, click “Finish” and it will create the user with the specified configurations.

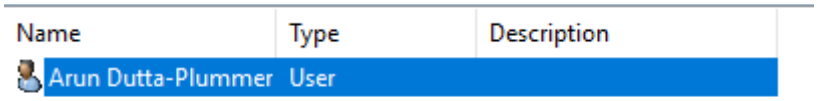
If you are prompted with a password message, it likely means the password you entered does not mean your domain length or complexity requirements. Please check it.

If you are prompted with a permissions error, you do not have the required permissions to create this user.



2.5 – Next Steps

You have now successfully created a new Active Directory user object and set its password. You should now see the new user object in the specific OU.



At this point, the user will be able to log onto Domain-Joined PC's and any other services utilizing the Active Directory authentication database (providing their account is not disabled).