

Creating user objects

The user account is the primary means by which people using an AD DS forest access resources. Resource access for individuals takes place through their individual user accounts. To gain access to the network, prospective network users must authenticate to a network with a specific user account.

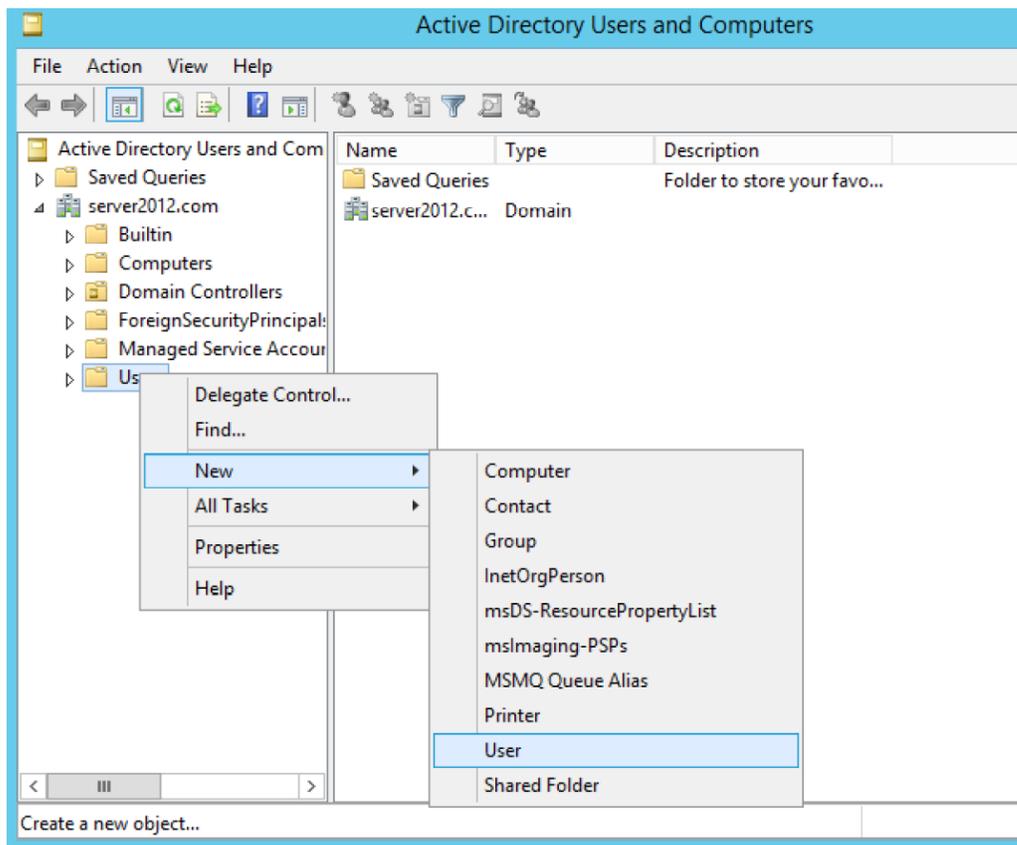
Authentication is the process of confirming a user's identity by using a known value such as a password, a smart card, or a fingerprint. When a user supplies a name and password, the authentication process validates the credentials supplied in the logon against information that has been stored within the AD DS database. Do not confuse authentication with authorization, which is the process of confirming that an authenticated user has the correct permissions to access one or more network resources

Creating users using Active Directory Users and Computers

Administrators can use Active Directory Users AndComputers console to create user objects by using the New Object – User Wizard

The following steps can be used to create users using Active Directory Domain Services

1. Open the Active Directory Users and Computers Tool
2. Expand the current Domain to list the objects contained within in.
3. Right click the Users Container and click New User: Fill in the following information



New Object - User



Create in: server2012.com/Users

First name: Initials:

Last name:

Full name:

User logon name:

User logon name (pre-Windows 2000):

< Back

Next >

Cancel

New Object - User

Create in: server2012.com/Users

Password: [password field]

Confirm password: [password field]

User must change password at next logon

User cannot change password

Password never expires

Account is disabled

< Back Next > Cancel

Creating users can also be done using Active directory Administrative Center. For some administrators, creating individual user accounts is a daily task and there are many ways to go about it. Windows Server 2012 R2 has redesigned the Active Directory Administrative Center (ADAC) application, first introduced in Windows Server 2008 R2, to fully incorporate new features such as the Active Directory Recycle Bin and fine-grained password policies. You can also use the tool to create and manage AD DS user accounts

To create a single user account by using the Active Directory Administrative Center, use the following procedure.

1. In Server Manager, on the Tools menu, select Active Directory Administrative Center. The Active Directory Administrative Center console opens.
2. In the left pane, find the domain in which you want to create the user object and select a container in that domain.
3. In the Tasks pane, under the container name, click New, User to open the Create User Window

4. Type the user's name in the Full Name field and an account name in the User SamAccountName Logon field.
5. Type an initial password for the user in the Password field and the Confirm password field.
6. Supply information for any of the optional fields on the page you wish.
7. Click OK. The user object appears in the container.
8. Close the Active Directory Administrative Center console

Creating user templates

In some cases, administrators have to create single users on a regular basis, but the user accounts contain so many attributes that creating them individually is time-consuming. One way to speed up the process of creating complex user objects is to use the New-ADUser cmdlet or the Dsadd.exe program and retain your commands in a script or batch file. However, if you prefer a graphical interface, you can do roughly the same thing by creating a user template.

A user template is a standard user object containing boilerplate attribute settings. When you want to create a new user with those settings, just copy the template to a new user object and change the name and any other attributes that are unique to the user.

To create a user template by using the Active Directory Users And Computers console, use the following procedure.

1. In Server Manager, on the Tools menu, select Active Directory Users And Computers. The Active Directory Administrative Users And Computers console appears.

2. Create a user object with the name Default Template, clearing the User Must Change Password At Next Logon check box and selecting the Account Is Disabled check box.

3. Open the user's Properties sheet and modify the attributes on the various tabs with values common to all the users you will be creating.

To use the template, right-click the Default Template user object and, from the shortcut menu, select Copy. The Copy Object – User Wizard starts, as shown below:

The screenshot shows the 'Copy Object - User' wizard. The title bar reads 'Copy Object - User'. Below the title bar is a user icon and the text 'Create in: adatum.info/Users'. The main area contains several input fields: 'First name:' with an empty text box and 'Initials:' with an empty text box; 'Last name:' with an empty text box; 'Full name:' with an empty text box; 'User logon name:' with an empty text box and a dropdown menu showing '@adatum.info'; and 'User logon name (pre-Windows 2000):' with a text box containing 'ADATUM\' and an empty text box. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

To create a new computer account using the Windows interface

1. To open Active Directory Users and Computers, click **Start** , click **Control Panel** , double-click **Administrative Tools** , and then double-click **Active Directory Users and Computers** .

To open Active Directory Users and Computers in Windows Server® 2012, click **Start** , type **dsa.msc** .

2. In the console tree, right-click **Computers** .

Where?

- Active Directory Users and Computers\ *domain node* \Computers

Or, right-click the folder in which you want to add the computer.

3. Point to **New** , and then click **Computer** .
4. Type the computer name.