Make User

Instructions for making new user accounts for authorized users who are not system administrators.

Key Info

Username	
Servername	
New User Script	`/usr/local/bin/make-user.sh`
Password Change Program	`/usr/bin/passwd`

Creating a new user account

1. Login to the server using SSH.
   - Windows: use PuTTY
   - Mac: open Terminal and run:

     ```
     ssh username@servername.med.upenn.edu
     ```

2. Run the "Make User" shell script with SUDO:

   ```
   [username@servername ~]$ sudo make-user.sh
   ```

3. Answer the questions
   1. PennKey of the user
   2. Description of the user
4. Record the password generated and **securely** transmit it to the user.

Changing a password

- Login to the server using SSH (same as above)
- Run: `passwd`
  - It will ask for the old password *once* and a new password *twice*

Deleting a user account

- Contact your System Administrator