FEU INSTITUTE OF TECHNOLOGY

COLLEGE OF COMPUTER STUDEIS
INFORMATION TECHNOLOGY DEPARTMENT

IT0021
(System Administration and Maintenance)

LAB EXERCISE

4

Creating Organizational Unit And Users

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Members (if Group):	**Name**	**Role**
Section:	TW34	

Professor:	Mr. Abricam Tinga

I. PROGRAM OUTCOME/S (PO) ADRESSED BY THE LABORATORY EXERCISE
b. Analyze a complex problem and identify and define the computing requirements appropriate to its solution.

II. COURSE LEARNING OUTCOME/S (CLO) ADDDRESSED BY LABORATORY EXERCISE
1. *Justify how resources will be allocated for the various administrative domains*

III. INTENDED LEARNING OUTOME/S (ILO) ADDRESSES BY THE LABORATORY EXERCISE

- Understand how to create organizational unit;
- Understand how to create users.

IV. BACKGROUND INFORMATION:

In this lab, you will look at the structure of various components within a domain. You will see how an organization's business structure can be mirrored within Active Directory through the use of organizational units (OUs) for ease of use and to create a seamless look and feel. Because the concepts related to OUs are quite simple, some systems administrators may underestimate their importance and not plan to use them accordingly. One of the fundamental components of a successful Active Directory installation is the proper design and deployment of OUs.

You will also perform the actual steps you need to take to move delete, and rename Organizational Units. You will administer properties of OUs. In any organization, it helps to know who is responsible for managing an OU.

Finally, you will create common Active Directory objects and then learn how to configure and manage these objects. An object can be a computer, contact, group, OU, printer, shared folder and user. These tasks are the pre-requisites to the next laboratory exercise.

V. LABORATORY ACTIVITY:

**Use these steps in accomplishing laboratory tasks:**

1. Open Active Directory Users and Computers (ADUC):
Access the Active Directory Users and Computers console by going to "Start" > "Administrative Tools" > "Active Directory Users and Computers".

2. Create Organizational Units (OUs):
Right-click on the domain or parent OU where you want to create the new OU.

Select "New" > "Organizational Unit".
Enter a name for the new OU and click "OK".
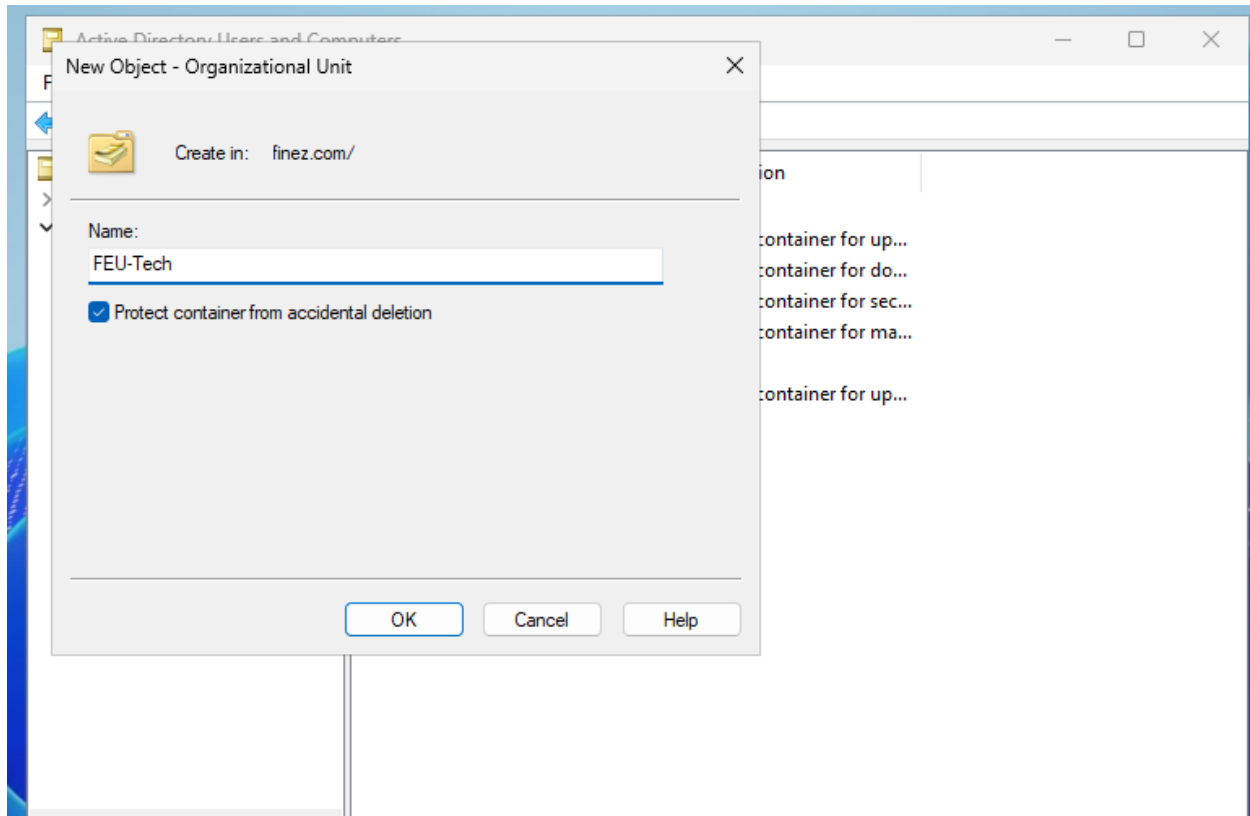
3. Create Users:
Right-click on the desired OU where you want to create the user.
Select "New" > "User".
Enter the user's first name, last name, and logon name (the unique identifier for the user).
Click "Next" and choose a strong password for the user. You can also choose whether the user needs to change the password at the next login.
Click "Finish" to create the user account.
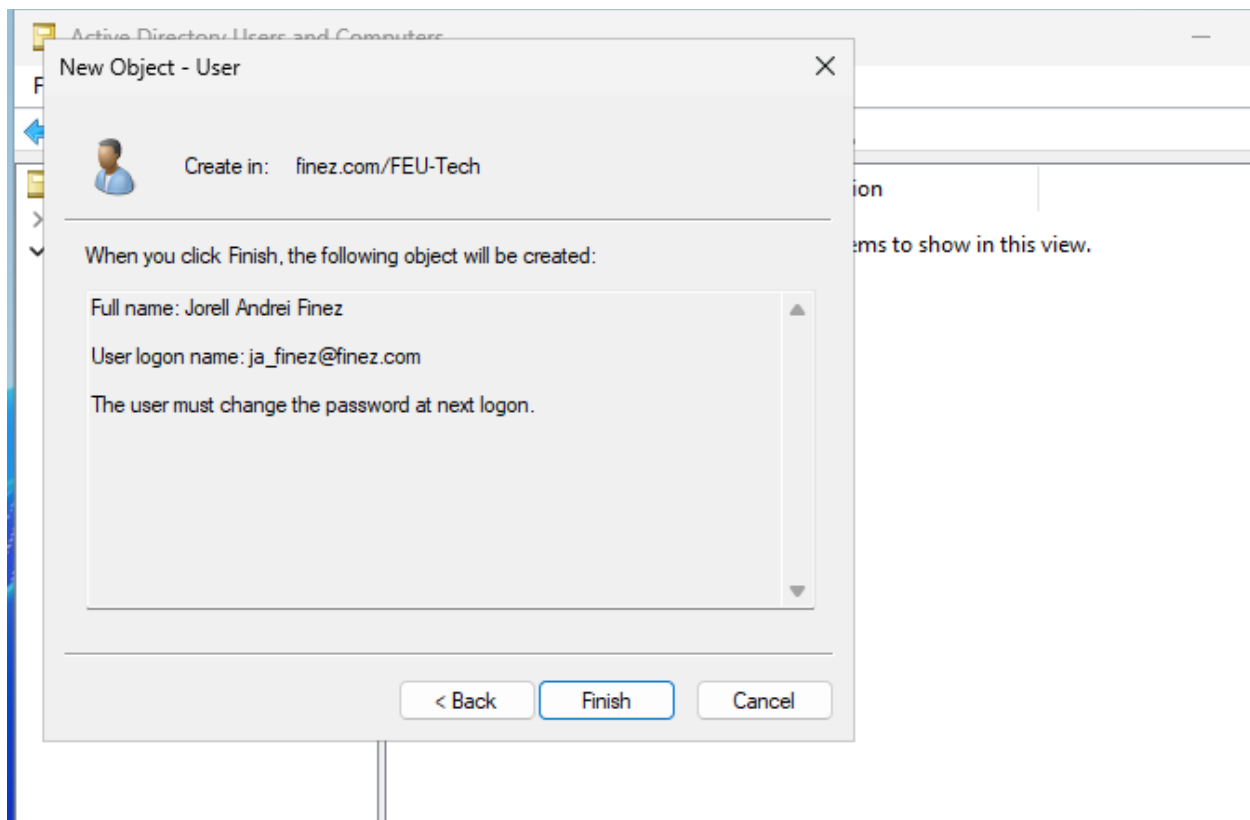
Admin@123

4. Assign Users to Groups (Optional):
You can assign users to groups for more granular permissions and access control.
Right-click on the group you want to add the user to, select "Properties," then go to the "Members" tab.
Click "Add," enter the user's name, and click "Check Names" to verify the user name.
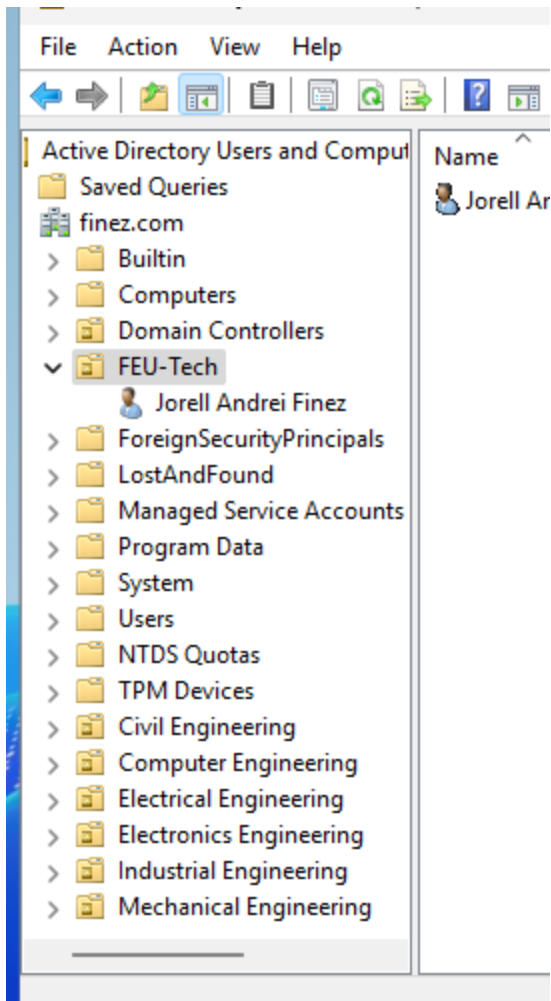Click "OK" to add the user to the group.
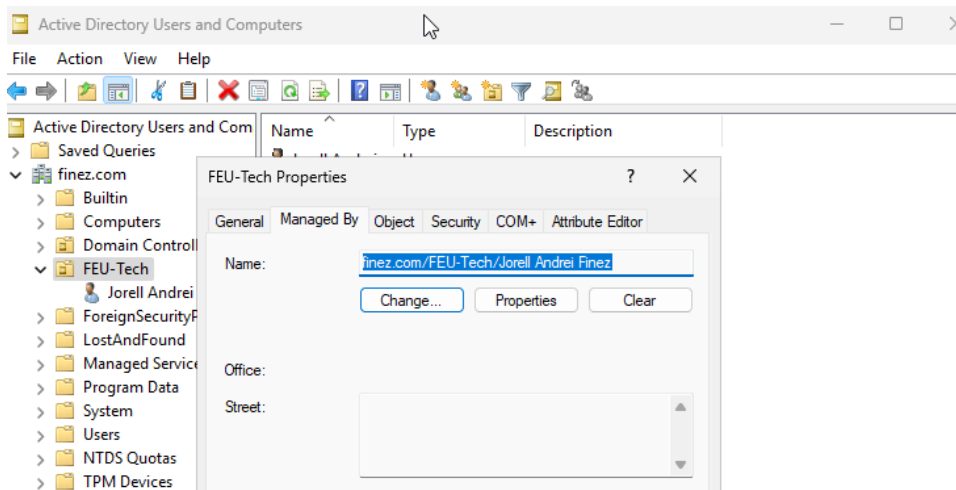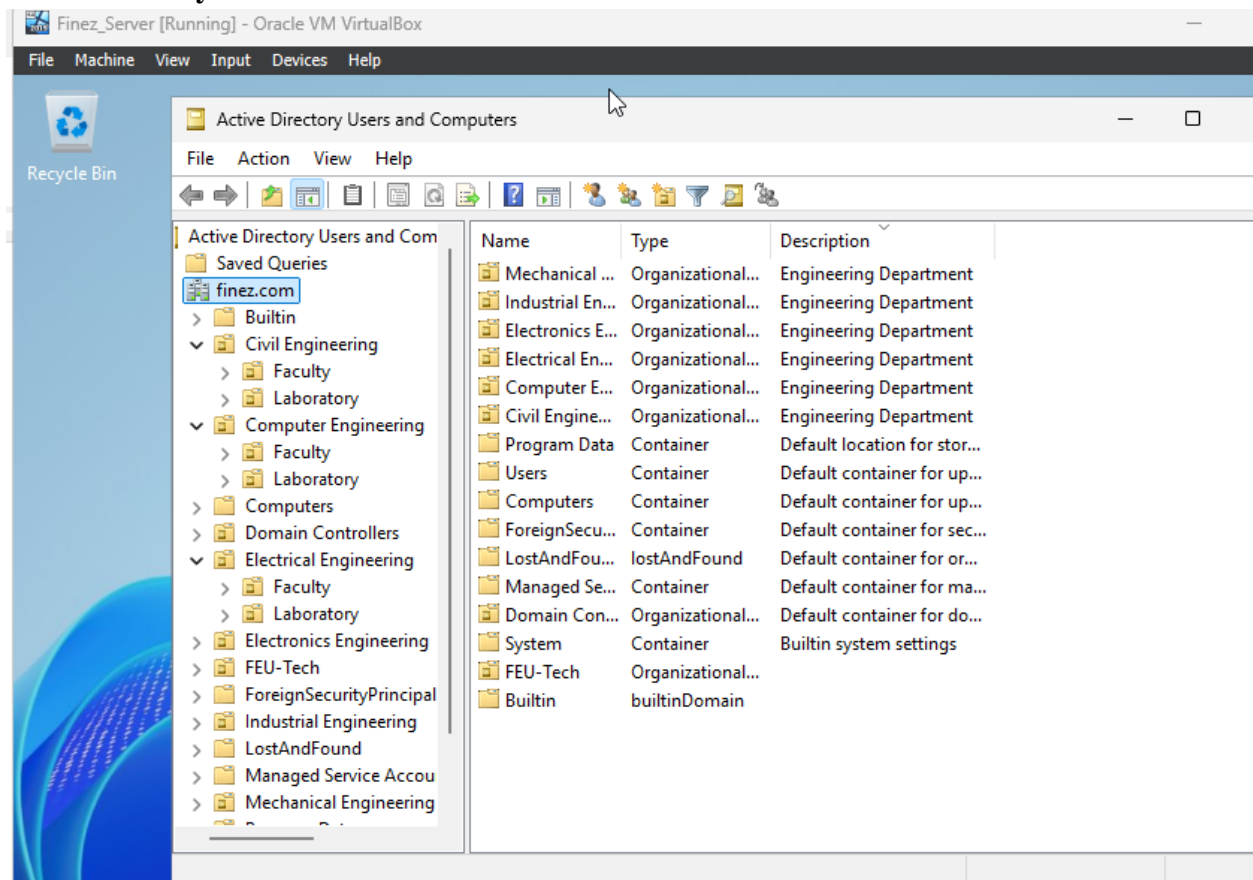
Task 1: Creating OUs and sub OUs

Create the following **top-level OUs**

Civil Engineering
Computer Engineering
Electrical Engineering
Electronics Engineering
Industrial Engineering
Mechanical Engineering

Create the following **second-level OUs** within each OUs by right-click the **OUs** and selecting **New → Organizational Unit:**
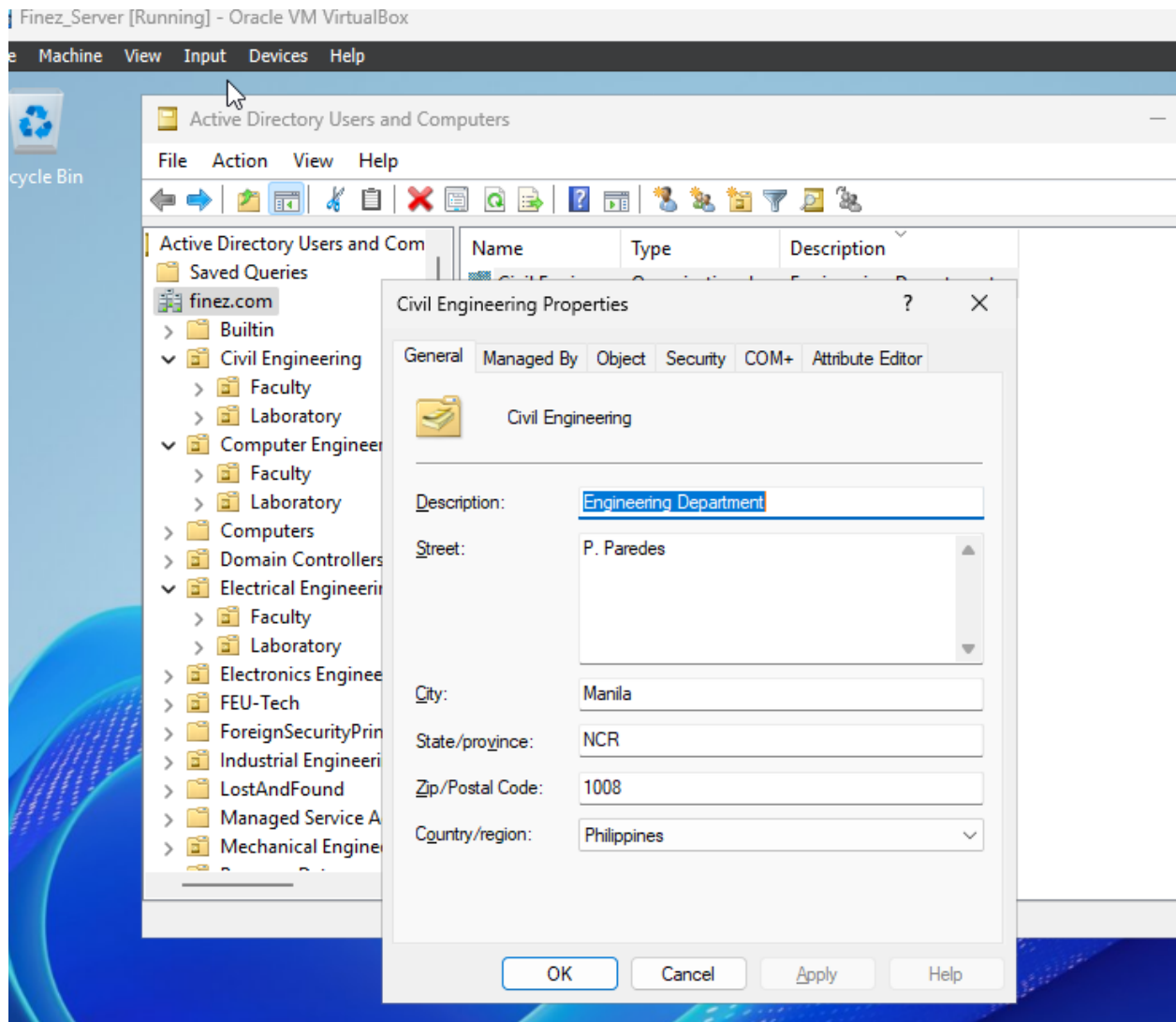
Faculty

Laboratory

Task 2: Administering Properties of OUs

Setup the following information for each top-level OUs:

Description:	*Faculty Department
Street:	P. Paredes
City:	Manila
State:	NCR
Zip code:	
Country:	Philippines

Task 3. Creating Active Directory Objects

Step 1. Create imaginary name for the chairperson and coordinator for each department. You will need these information in the succeeding task. **DO NOT** proceed to Step 2 unless the names are complete.

Civil Engineering
    Faculty   Juan Dela Cruz
    Laboratory   Maria Santos

Computer Engineering
    Faculty   Carlo Ramirez
    Laboratory   Liza Buenaventura

Electrical Engineering

Faculty   Antonio Reyes
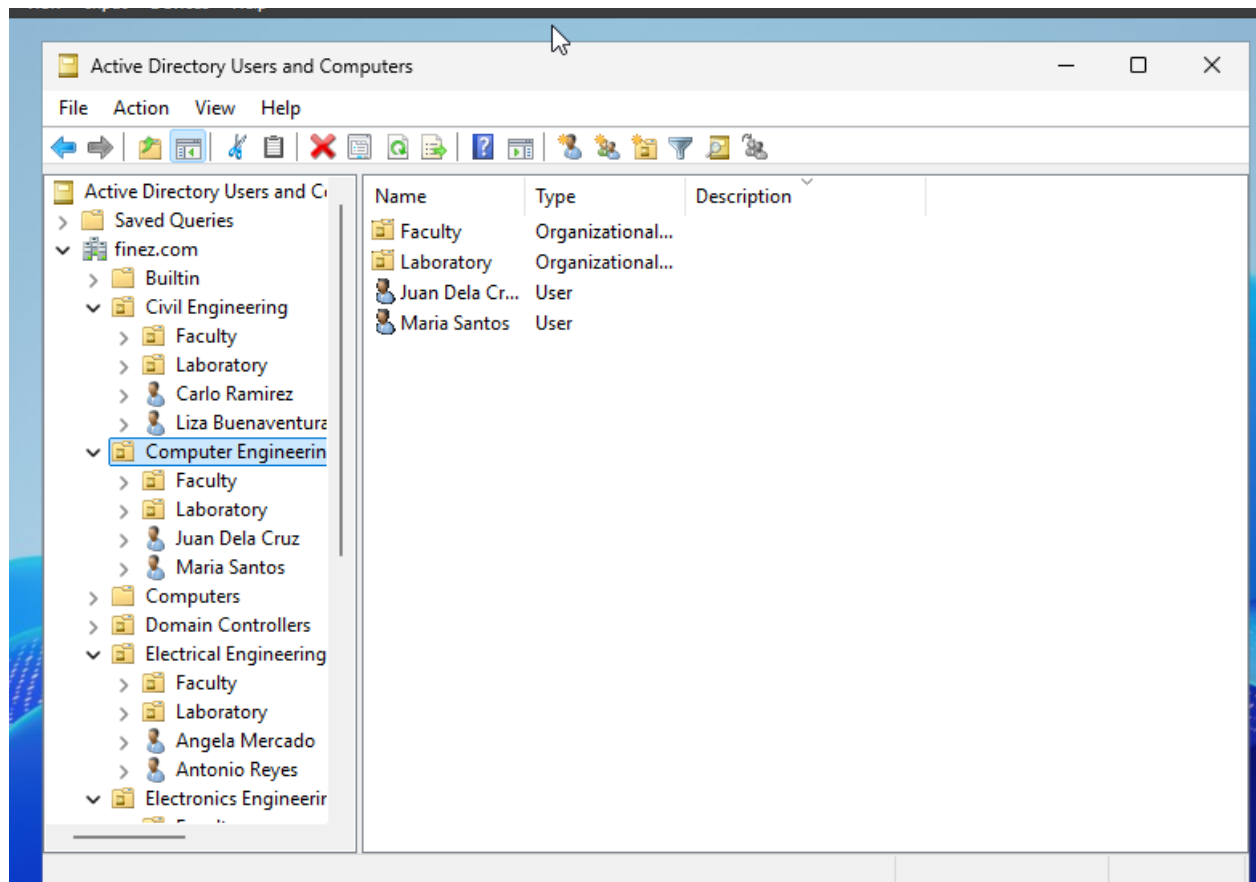Laboratory   Angela Mercado

Electronics Engineering
    Faculty   Ricardo Villanueva
    Laboratory   Clarisse Uy

Industrial Engineering
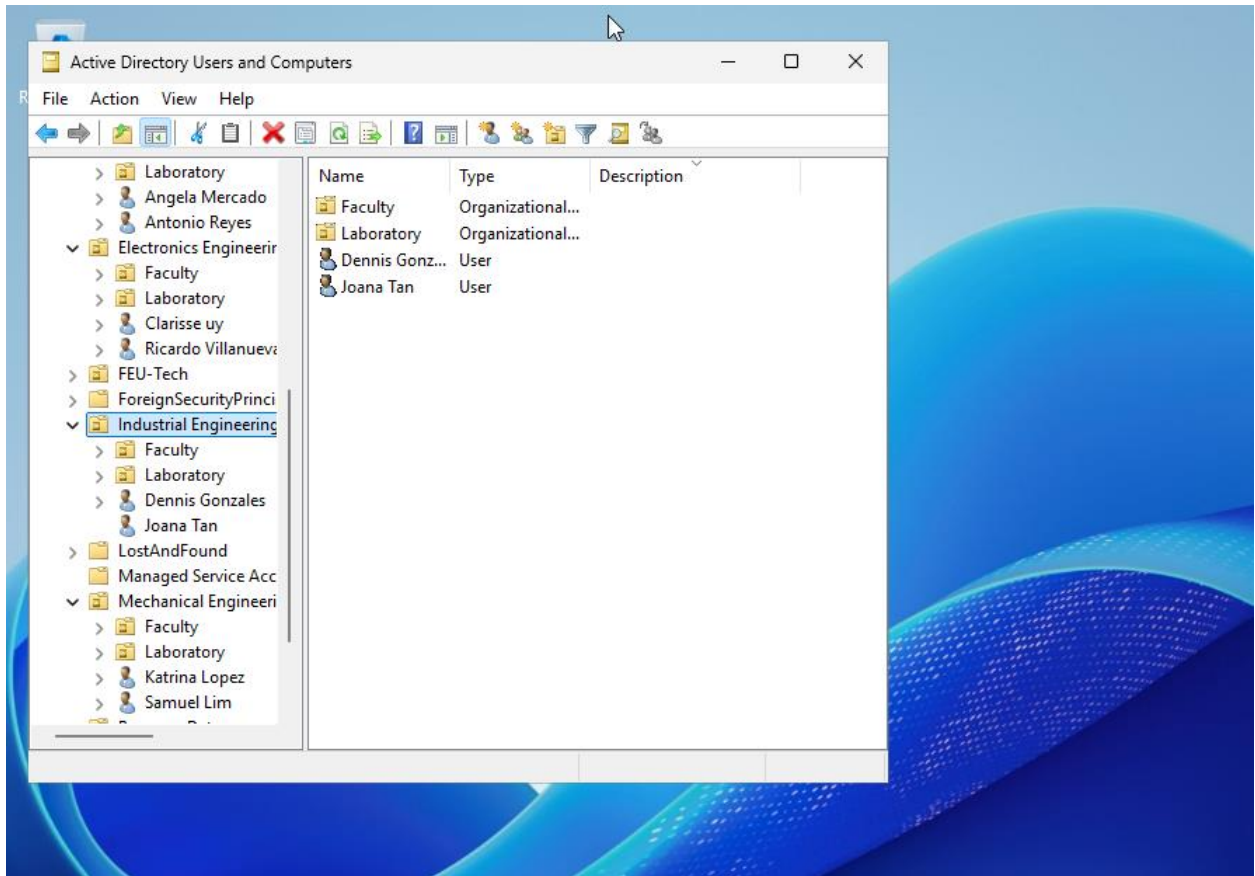   Faculty   Dennis Gonzales
    Laboratory   Joanna Tan

Mechanical Engineering
    Faculty   Samuel Lim
    Laboratory   Katrina Lopez

Step 2. In the **Active Directory, create the users from the previous step.**

Computer Engineering

OUs	User	Logon Name	Password
Faculty	Juan Dela Cruz	jdcruz	P@ssw0rd
Laboratory	Maria Santos	msantos	P@ssw0rd

Civil Engineering

OUs	User	Logon Name	Password
Faculty	Carlo Ramirez	cramirez	P@ssw0rd
Laboratory	Liza Buenaventura	lbuenaventura	P@ssw0rd

Electrical Engineering

OUs	User	Logon Name	Password
Faculty	Antonio Reyes	areyes	P@ssw0rd

Laboratory	Angela Mercado	amercado	P@ssw0rd

Electronics Engineering

OUs	User	Logon Name	Password
Faculty	Ricardo Villanueva	rvillanueva	P@ssw0rd
Laboratory	Clarisse Uy	cluy	P@ssw0rd

Industrial Engineering

OUs	User	Logon Name	Password
Faculty	Dennis Gonzales	dgonzales	P@ssw0rd
Laboratory	Joana Tan	jtan	P@ssw0rd

Mechanical Engineering

OUs	User	Logon Name	Password
Faculty	Samuel Lim	samlim	P@ssw0rd
Laboratory	Katrina Lopez	klopez	P@ssw0rd
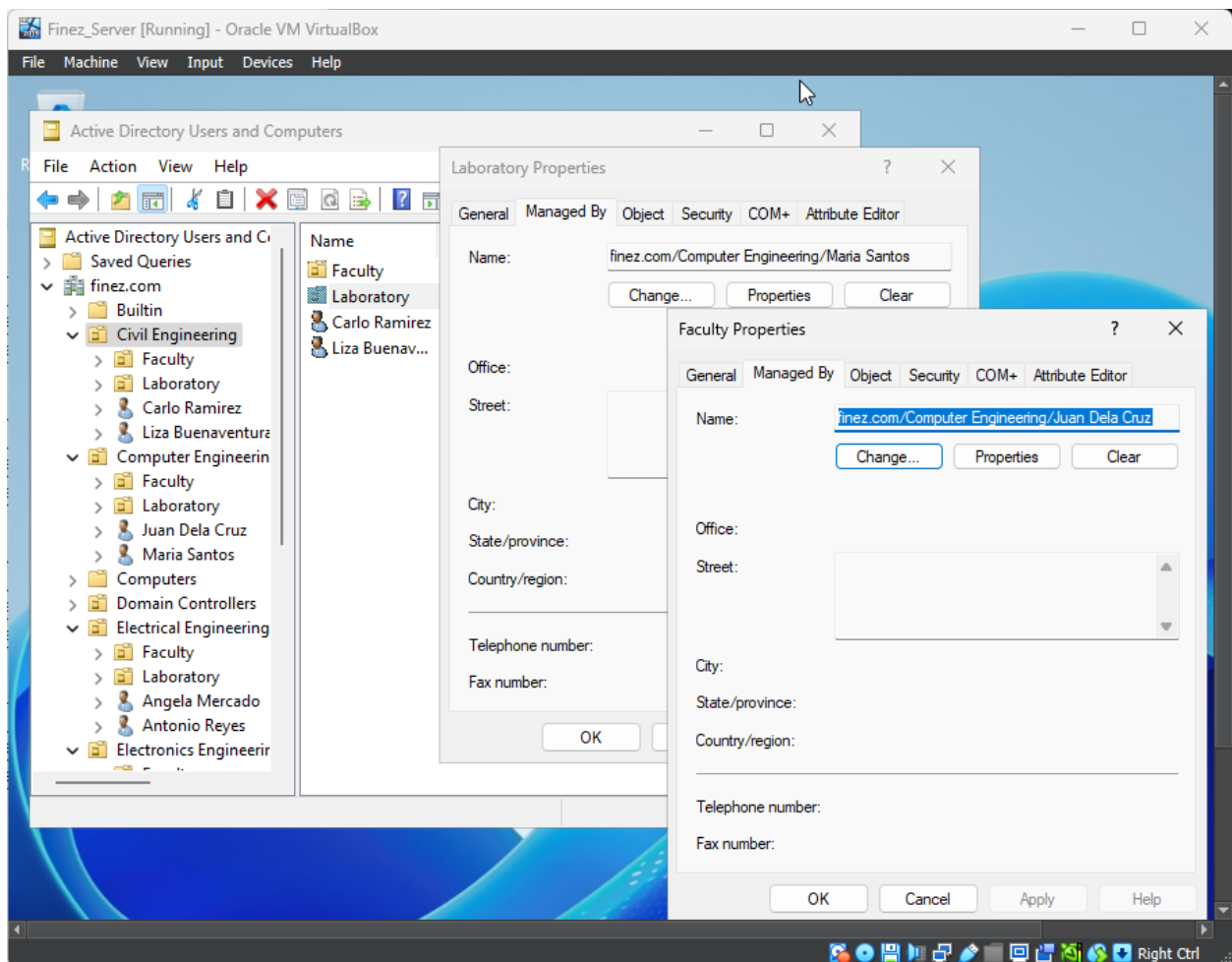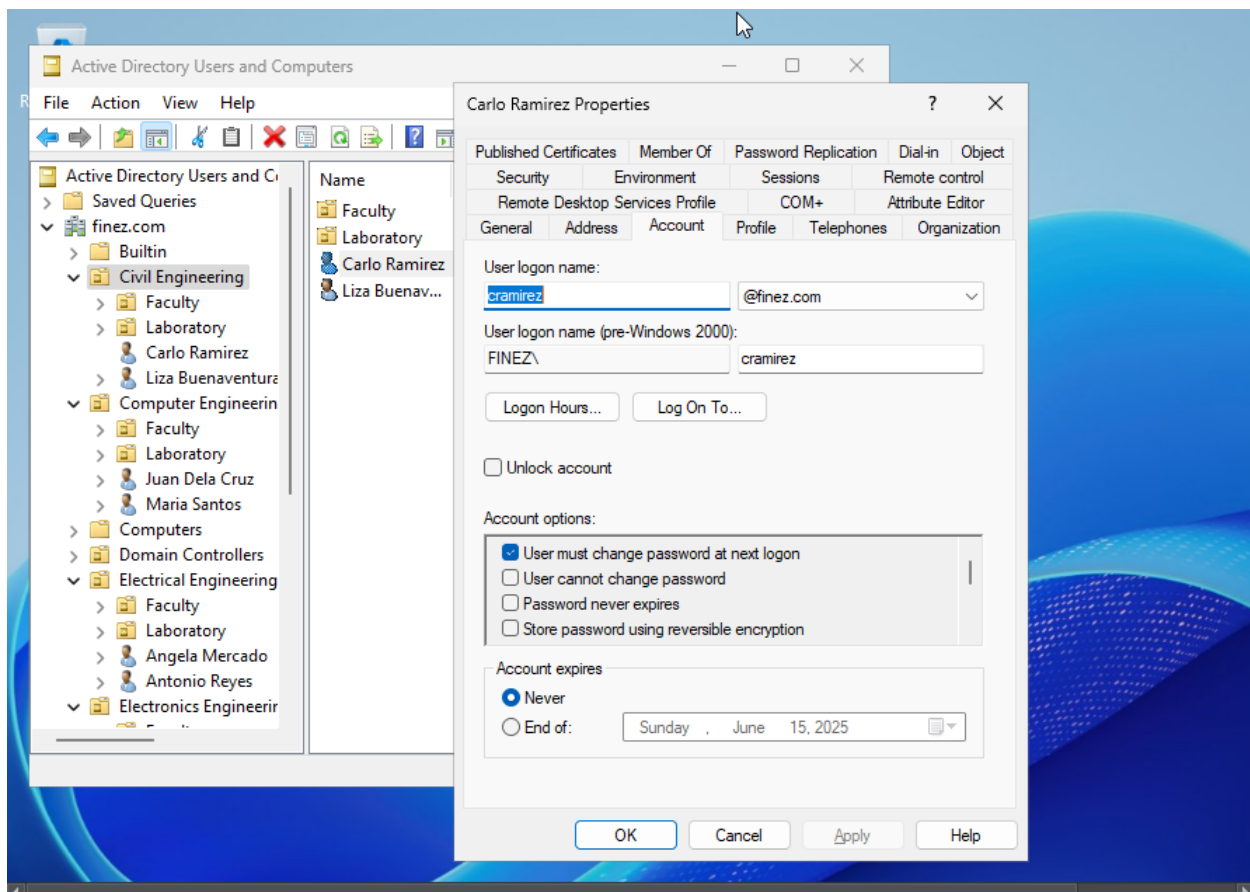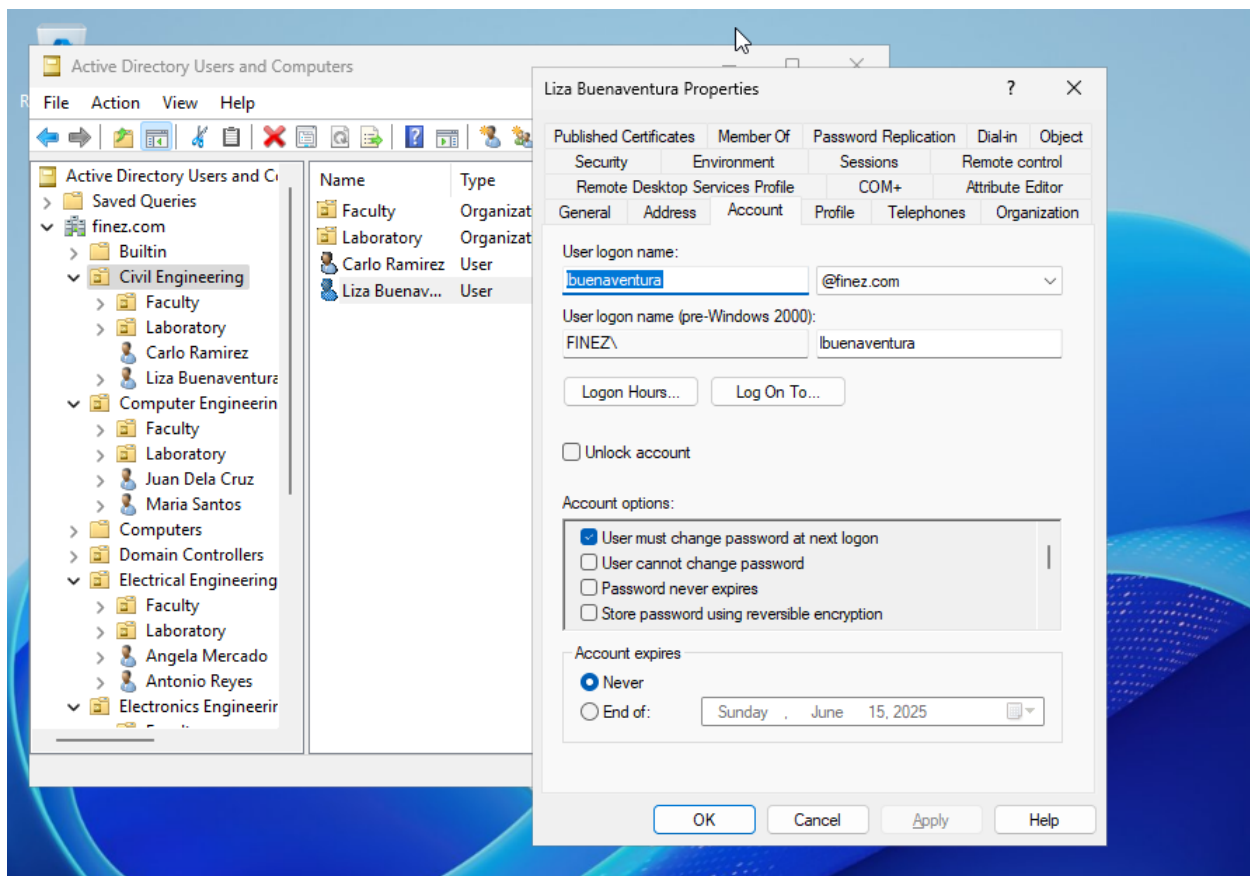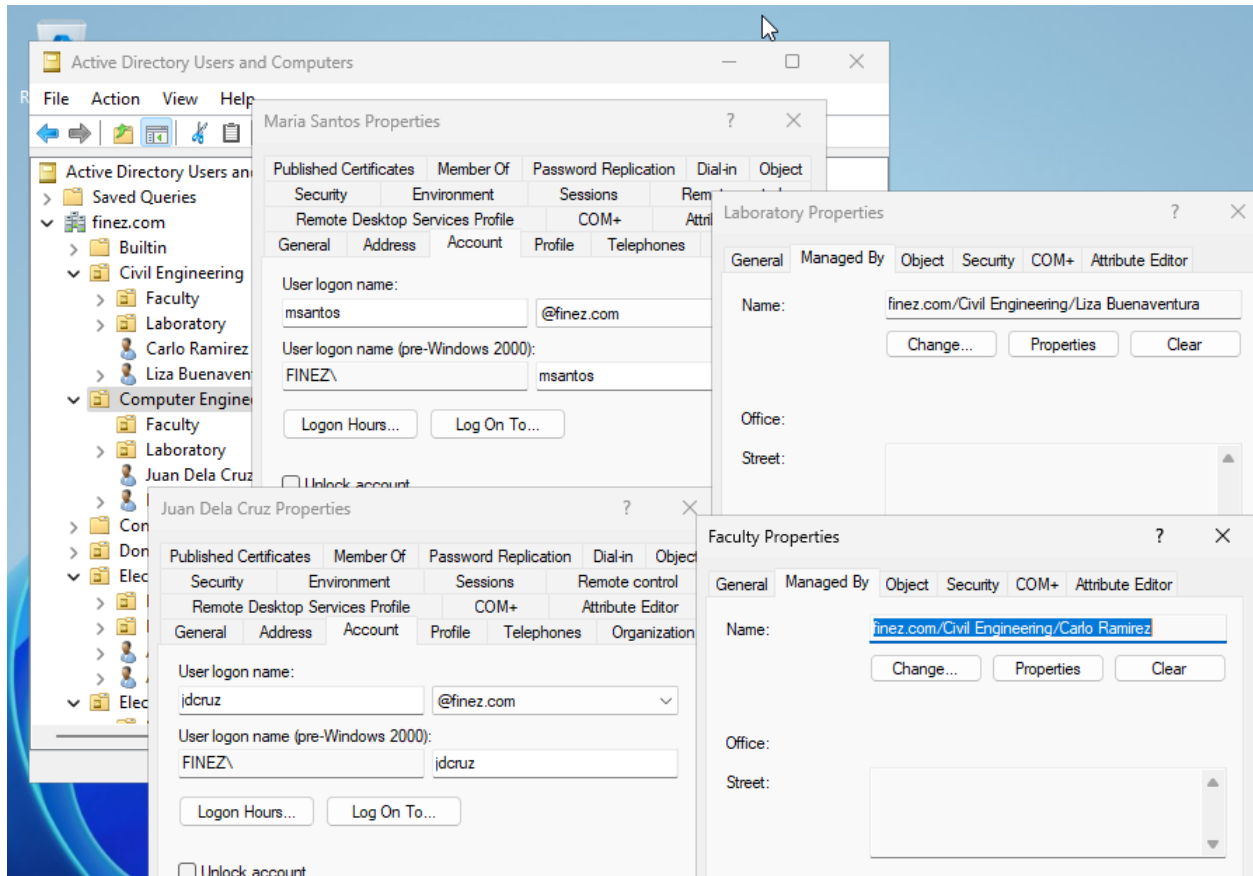
Grading Rubrics:

Criteria	Well Implemented	Satisfactory Implemented	Fairly Implemented	Not Implemented
Accuracy of Output (x8) ● Are the results as expected?	4	3	2	1
Completeness (x8) ● Do all instructions are performed?	4	3	2	1
Presentation of Report (x3) ● Clearly present the required outputs and information	4	3	2	1
Timeliness (x3) ● Submitted the lab activity report within the given time frame	4	3	2	1
Observation and Conclusion(x3)	4	3	2	1

● Meaningful observation and conclusion with no grammar error				
Total				

VI. REFERENCES

- Blokdyk, Gerardus (2018). *Information security management system A Clear and Concise Reference. 5STARCooks.*
- Blokdyk, Gerardus (2018). *Security Management Information System A Complete Guide. 5STARCooks.*
- Francis, Dishan (2017). *Mastering Active Directory: Understand the Core Functionalities of Active Directory Services Using Microsoft Server 2016 and PowerShell. Packt*
- Kim, David, Solomon, Michael (2016). *Fundamentals of Information Systems Security 3rd Edition. Jones and Barnet Learning.*
- Limoncelli, Thomas;Hogan, Christina; Chalup, Srata (2016). *The Practice of System and Network Administration: Volume 1: DevOps and other Best Practices for Enterprise IT (3rd Edition) 3rd Edition. Addison-Wesley*