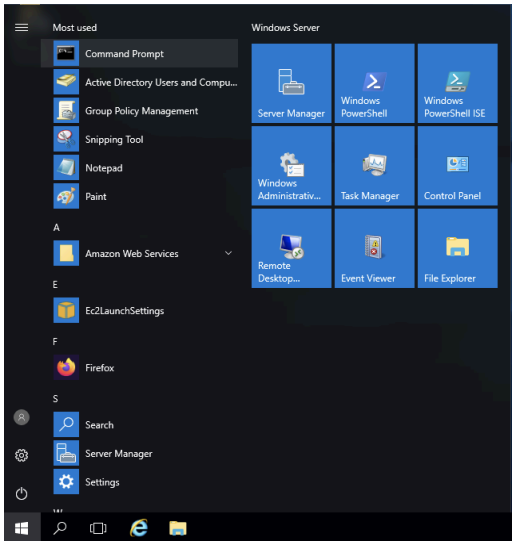
IT Onboarding Runbook

Name: **Vlad Impaler**
Job title: **Recruiter**
Dept: **Human Resources**

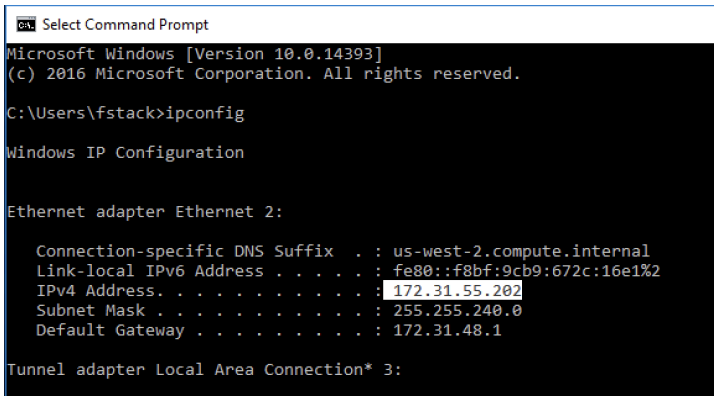
Onboarding a new employee requires basic setup of User, Group and Organization as well as establishing a shared drive and permissions and policy for all elements involved.

We need to locate the ip address of the host machine. If not readily accessible in records, we can always run **Cmd or (Command Prompt from Start Menu)> ipconfig** on the host machine in this case “server”.

Server:



Locate the IPv4 address with the command **“ipconfig”** and make note or copy **<ctrl+C>** it to your clipboard.



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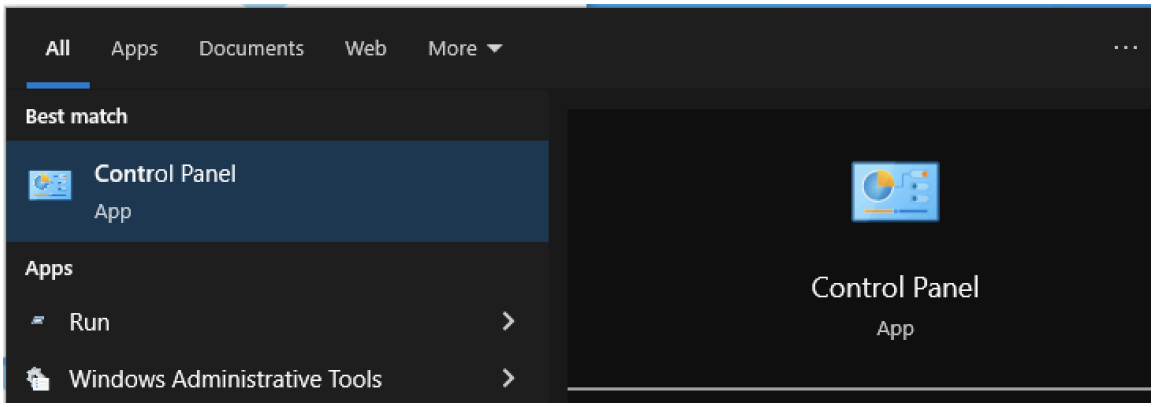
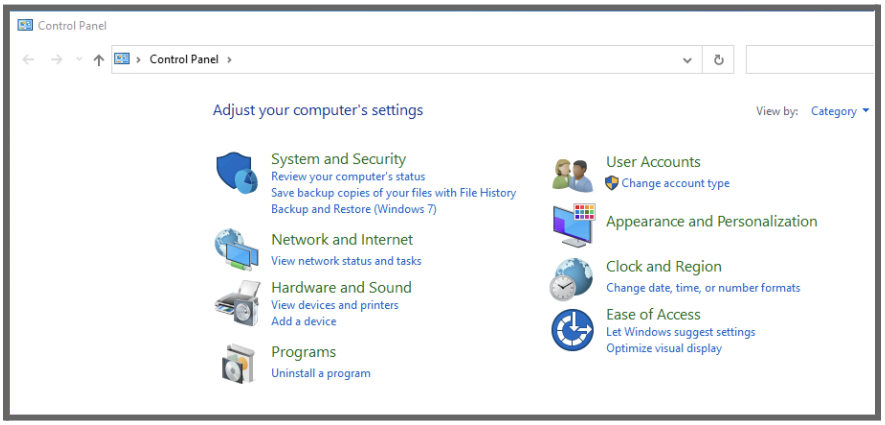
User Machine/Desktop-2:

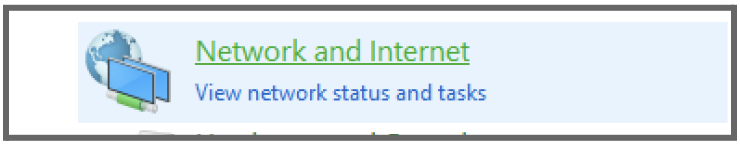
In the users local machine we need to establish the connectivity to the domain.

The first step will be to point the Desktop-2 at the domain. From the Start menu we need to find the Control Panel.



In the Control Panel click on the **“Network and Internet”**





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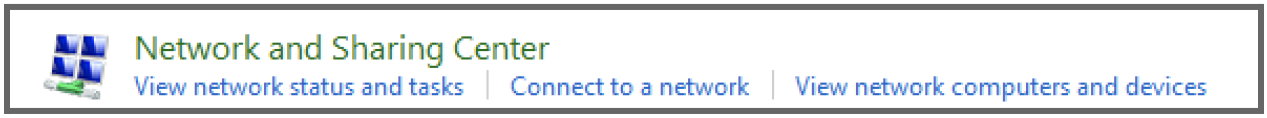
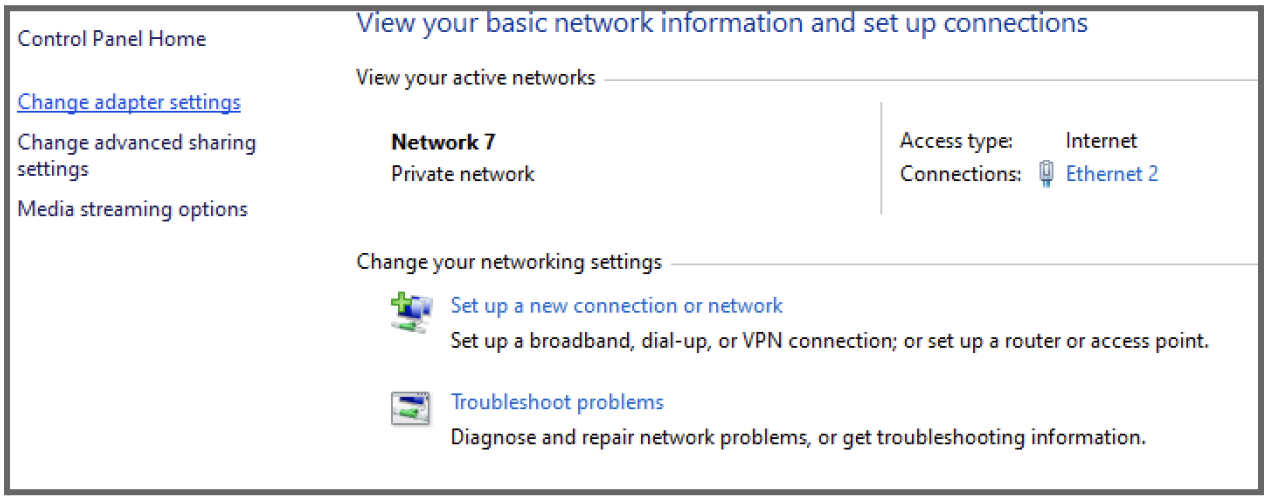
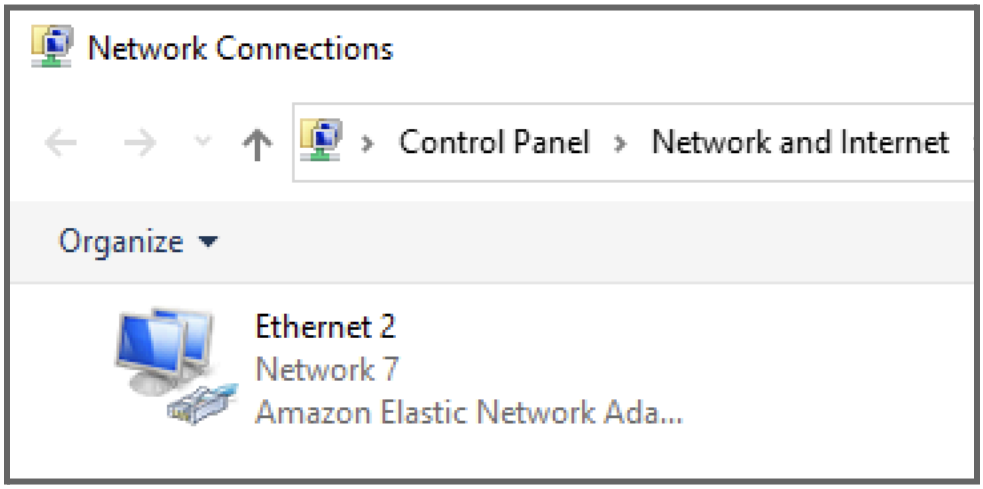
Inside the **“Network and Internet”** - click on **“Network and Sharing Center”**



Inside the **“Network and Sharing Center”** - click on **“Change adapter settings”**



This directs you to **“Network Connections”** you should see adapter icons. In this case **“Ethernet2”** right click (rmb) on the icon**.**



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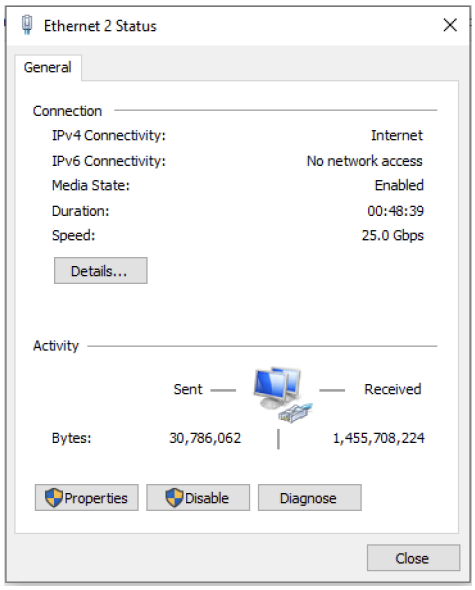
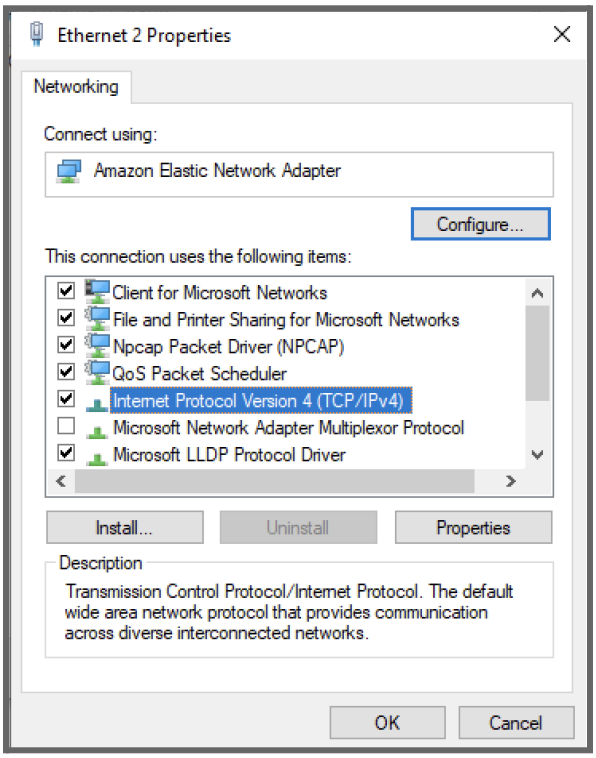
This opens a dialog with information about the Connection. Select the **Properties** button



This opens a dialog with the **Ethernet 2 Properties.** Locate the IPv4 selection and click on the Properties button.



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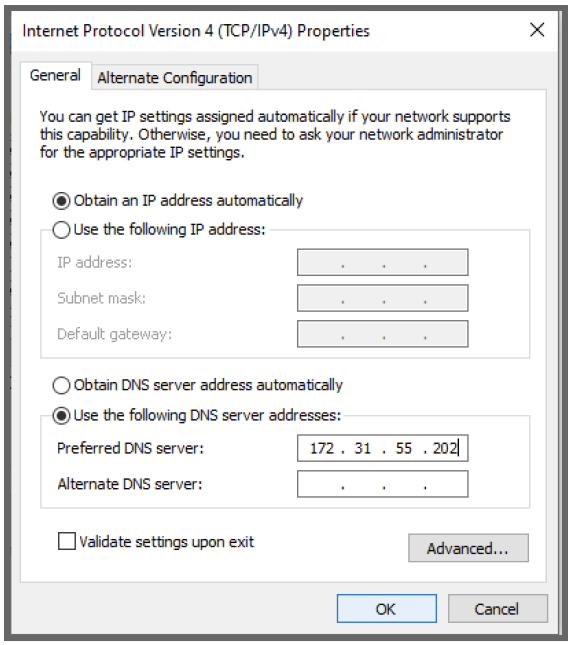
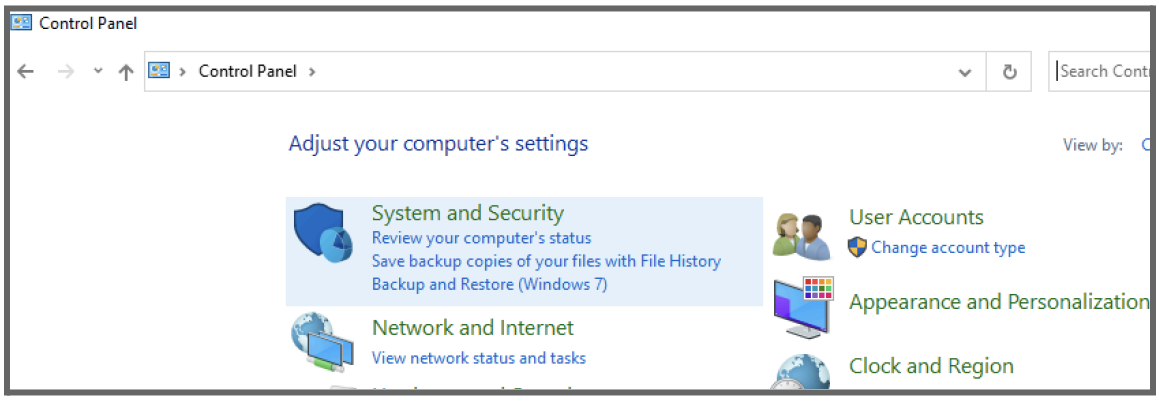
The Internet Protocol Version 4 (TCP/IPv4) Properties are where the IPv4 address we collected from the server gets input. It will necessary to select the ***"Use the following DNS server addresses:"*** to be able to input the IPv4 address. Click OK.



Close this window and the previously open Ethernet 2 and "Network" windows back to the control panel.

Next we need to establish naming for the domain.
We should see **System and Security** click on the text **"System and Security".**



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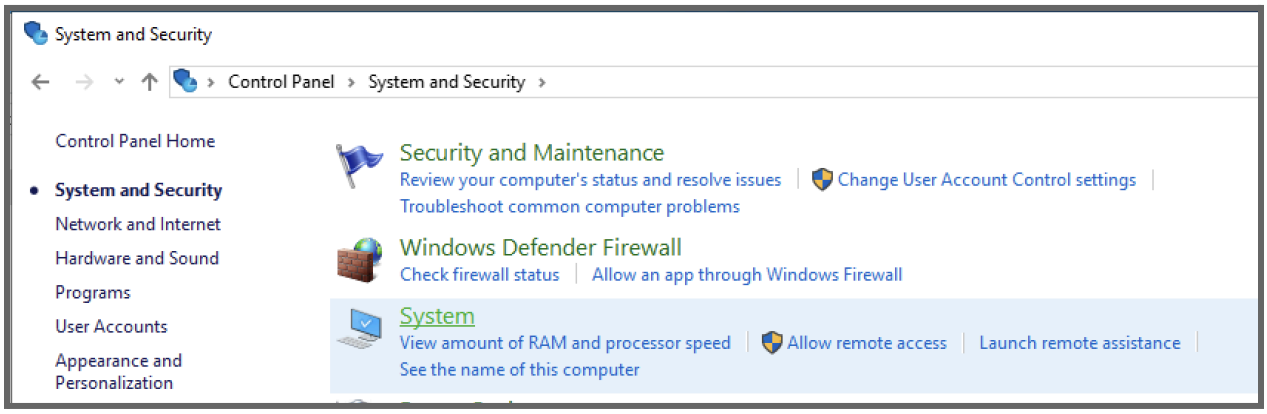
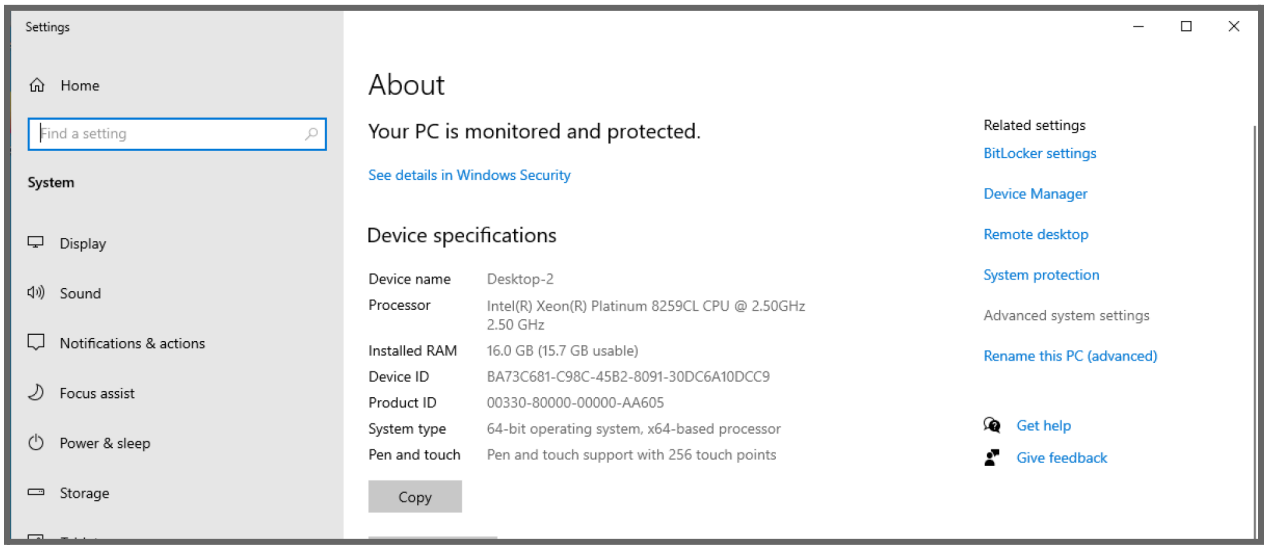
Select the **“System”** text.



In the in the subsequent **“Settings”** panel we see “Advanced system settings” click on that text.



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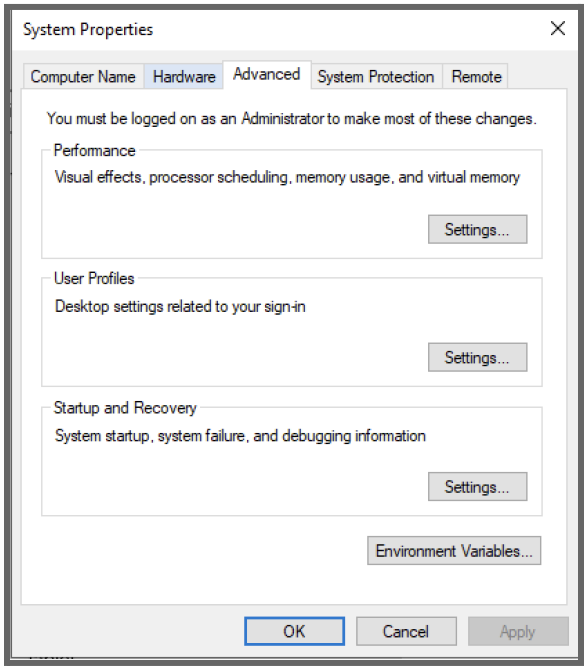
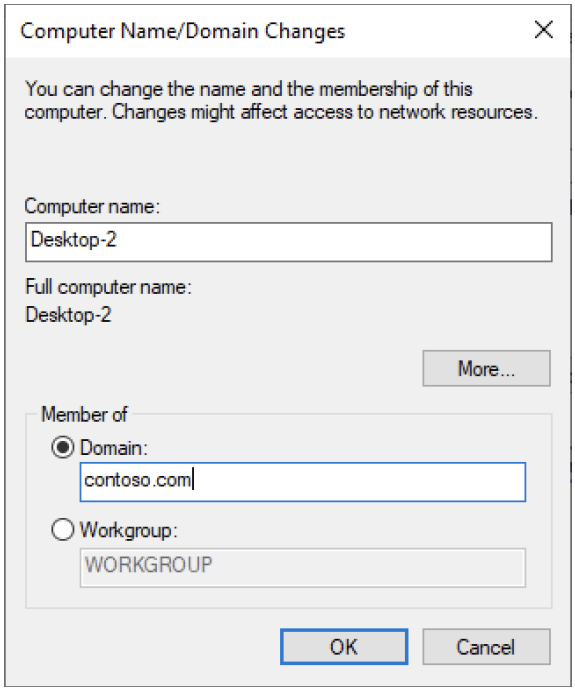
This brings up **System Properties.** Click on the “Computer Name” tab.



If not already selected changes the **“Member of”** selection to **“Domain”**. Enter the domain name in this field. In this case its “contoso.com” Do not change the “Computer name”.



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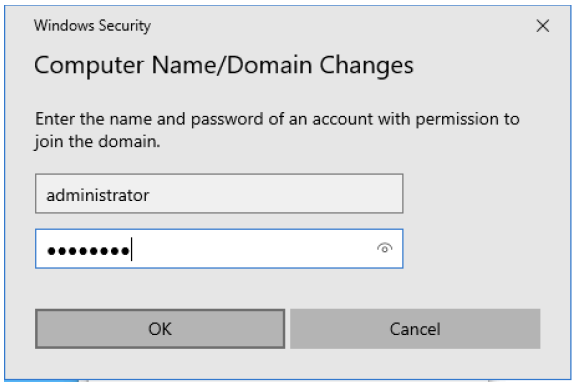
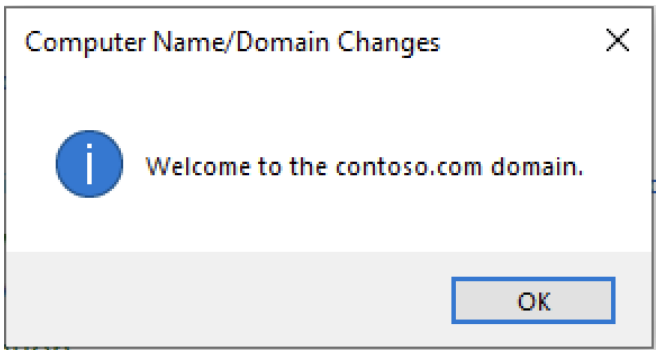
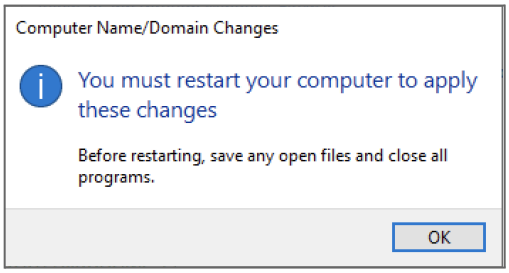
It will call for administrator credentials to join the domain

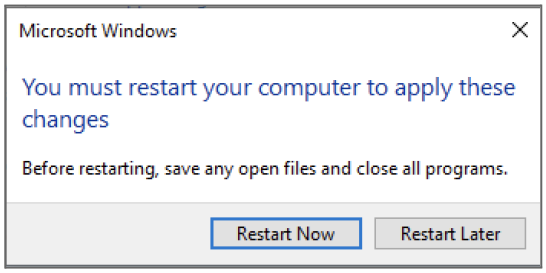


If the domain is successfully joined you will see this message:



You will then see the (2) following dialogs (respectively) indicating you must restart for the domain setup to initiate

1. 

2. 

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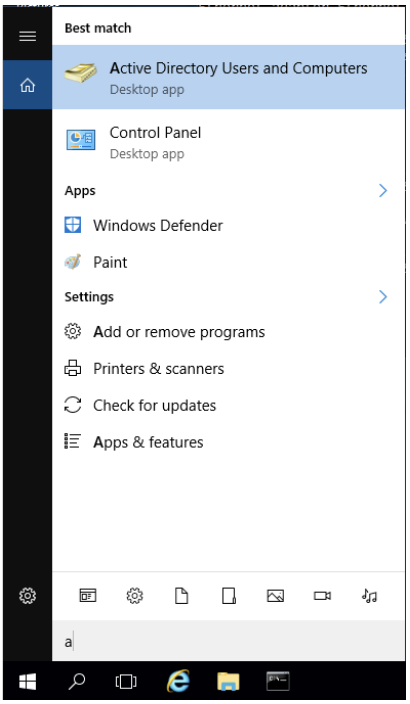
Server:

User/Group/OU Build

Now that we have the local user machine (Desktop-2) setup and connected to the domain we need to build the employee's User, Group and Organizational Unit. We need to initiate structure, setup policy and permissions. The company policy requires limits on usage of the Command line, the Run command and a reminder to not download and install "unauthorized programs".

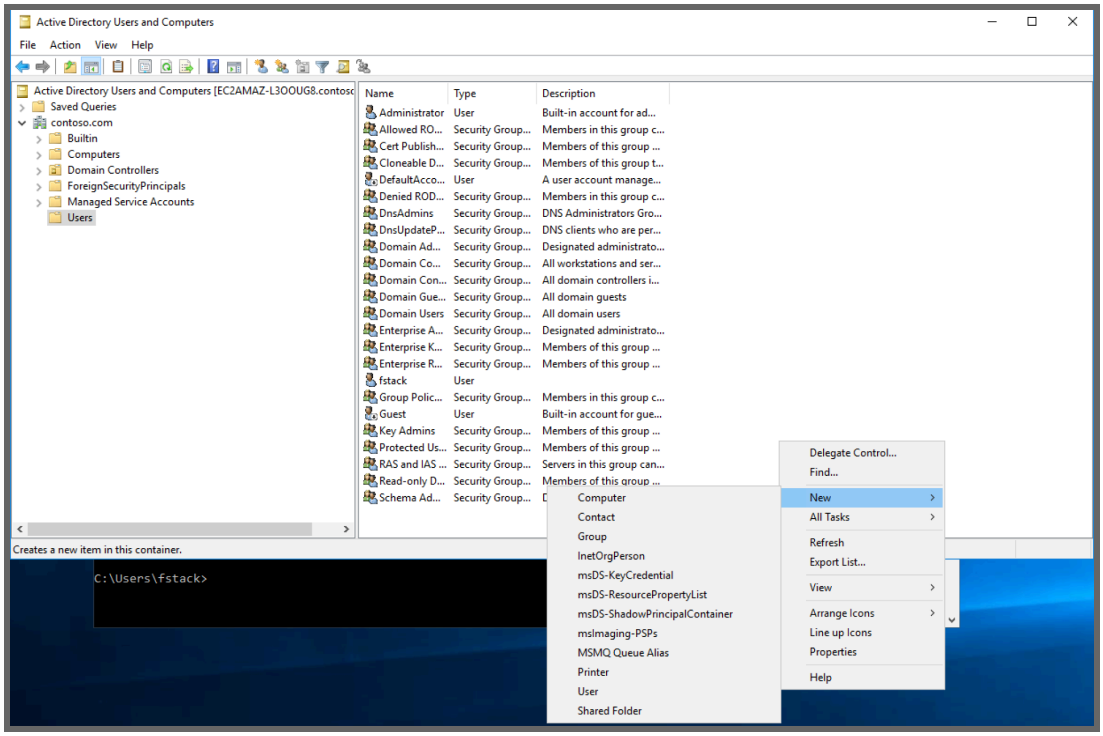
First step is the setup of the User.

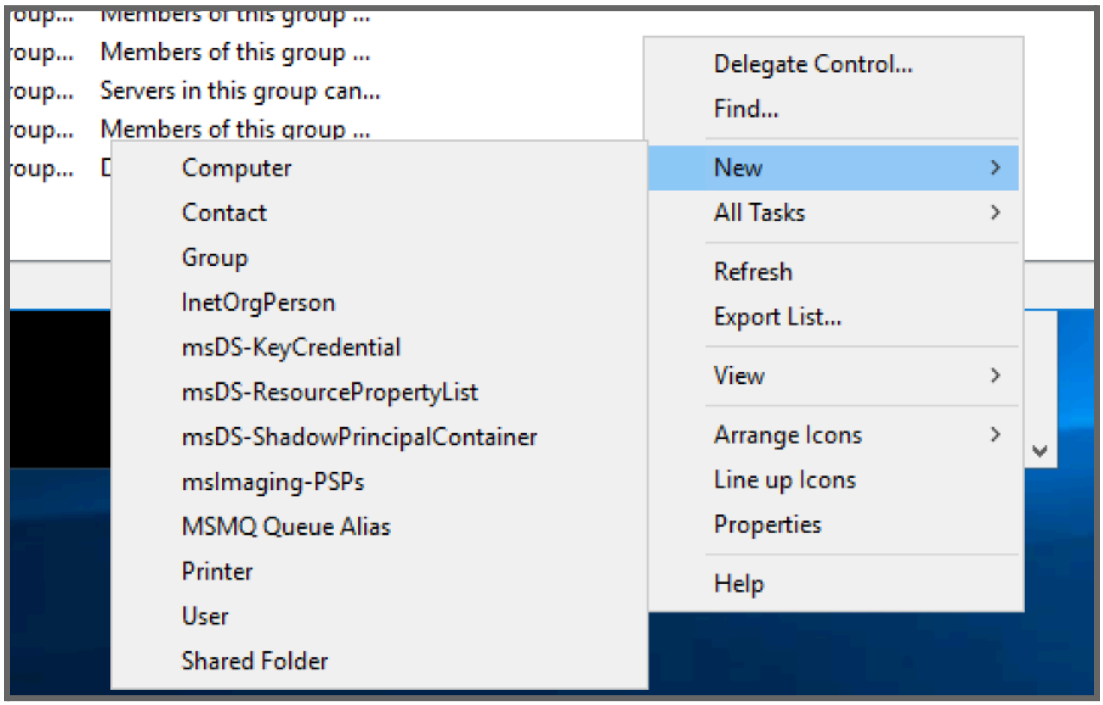
From the Start menu locate the **"Active Directory *Users and Computers*"(we will call *Active Directory* for sake of efficiency)**



IT Onboarding Runbook

With the **“Active Directory”** open we select the “Users” directory and right-click within the list of **Users > Right-click** and select **“New”>** select **“User”**





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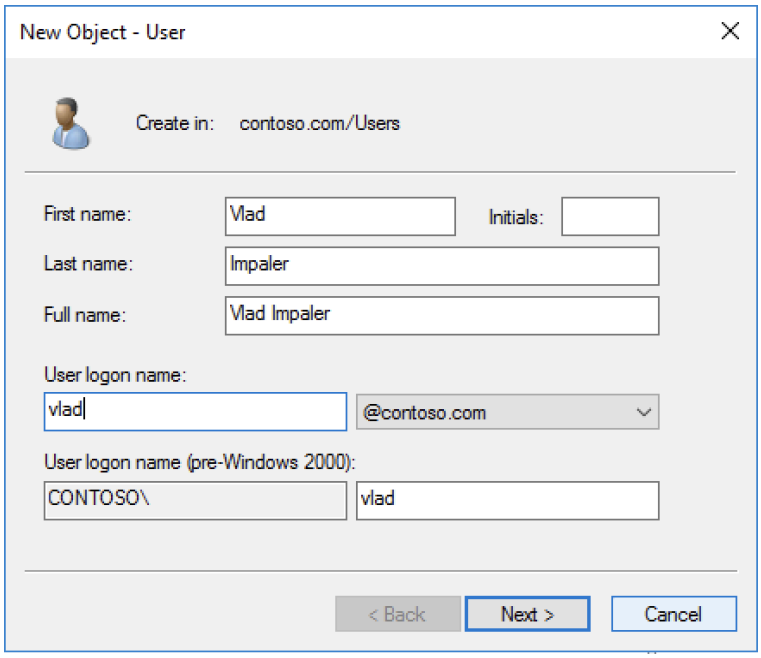
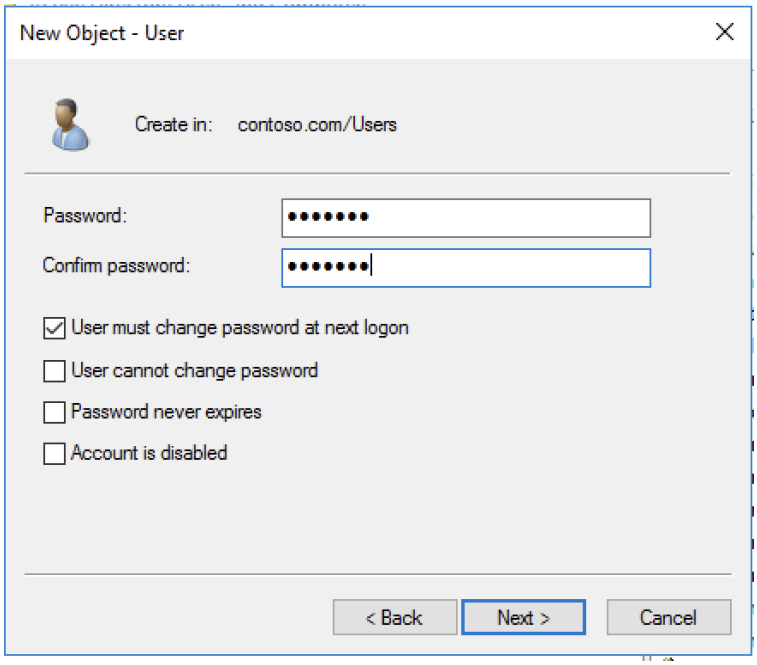
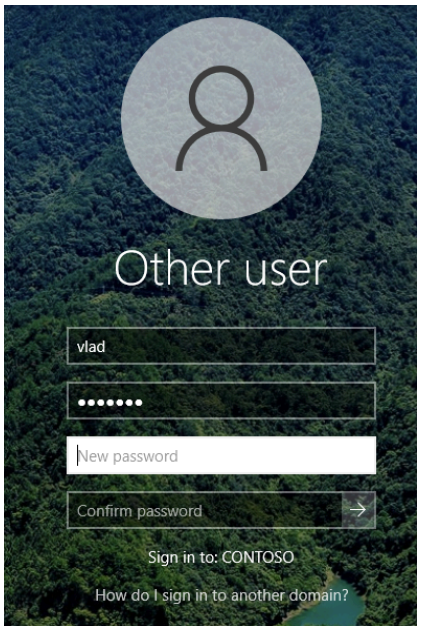
The **“New Object - User”** dialog pops up. Input employees name in respective fields and create a User logon name for the employee. Click **Next** Button.



Input the password and confirm. As a security measure the “user” is required to input a new password after their first login. Select the **“User must change password at logon”.** Click **Next** Button.





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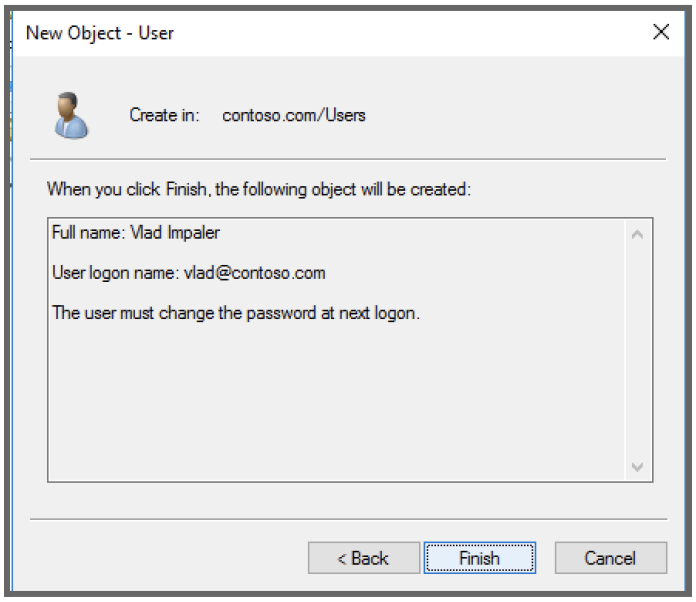
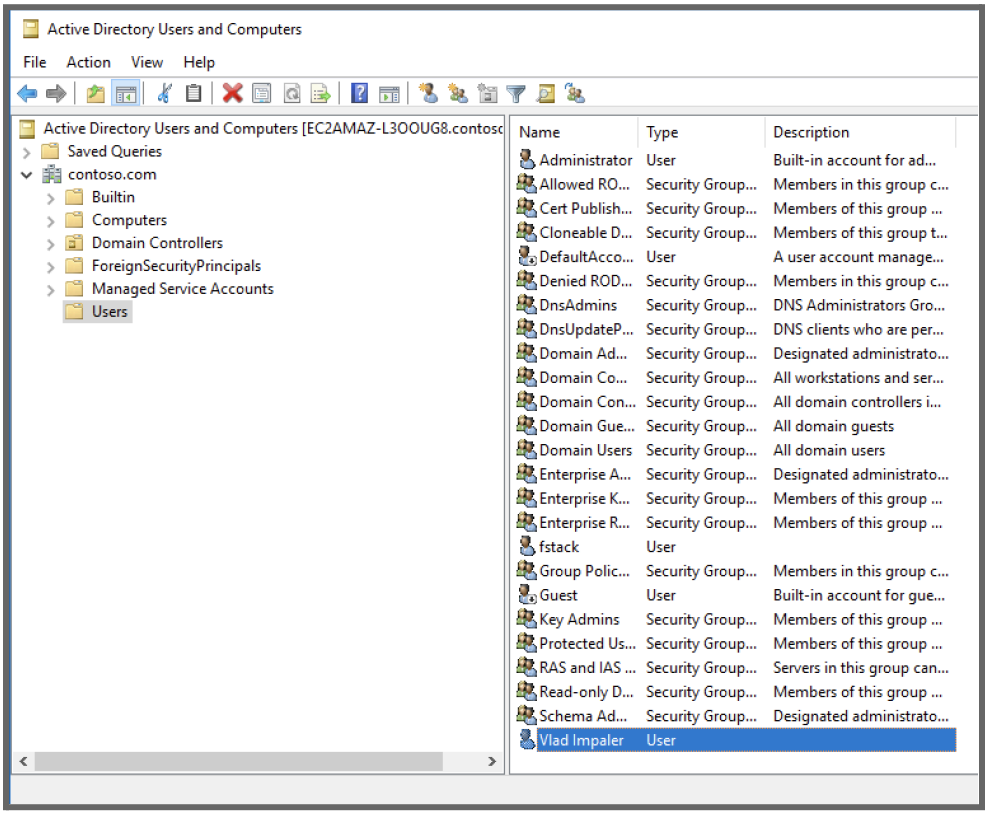
Confirm information and Click **Finish** Button.



Confirm the user has been updated in the User list.



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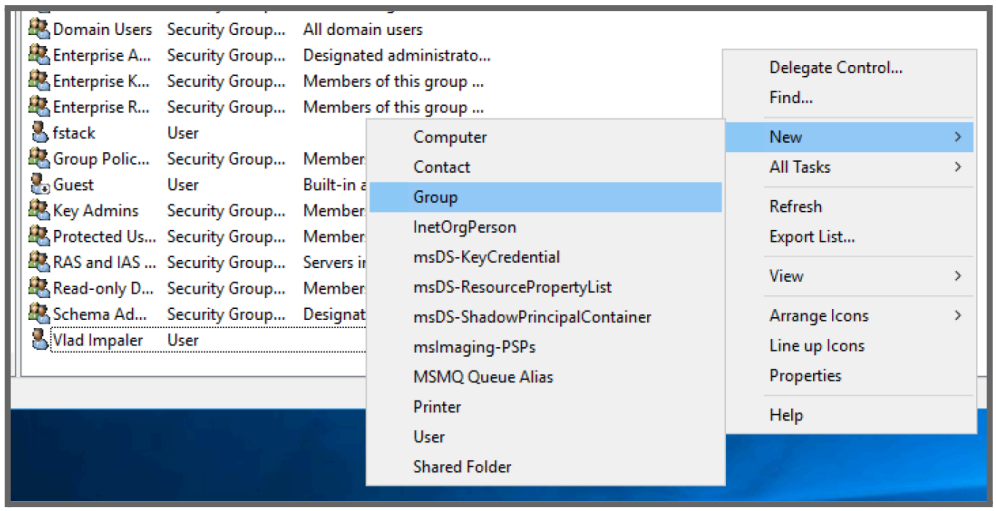
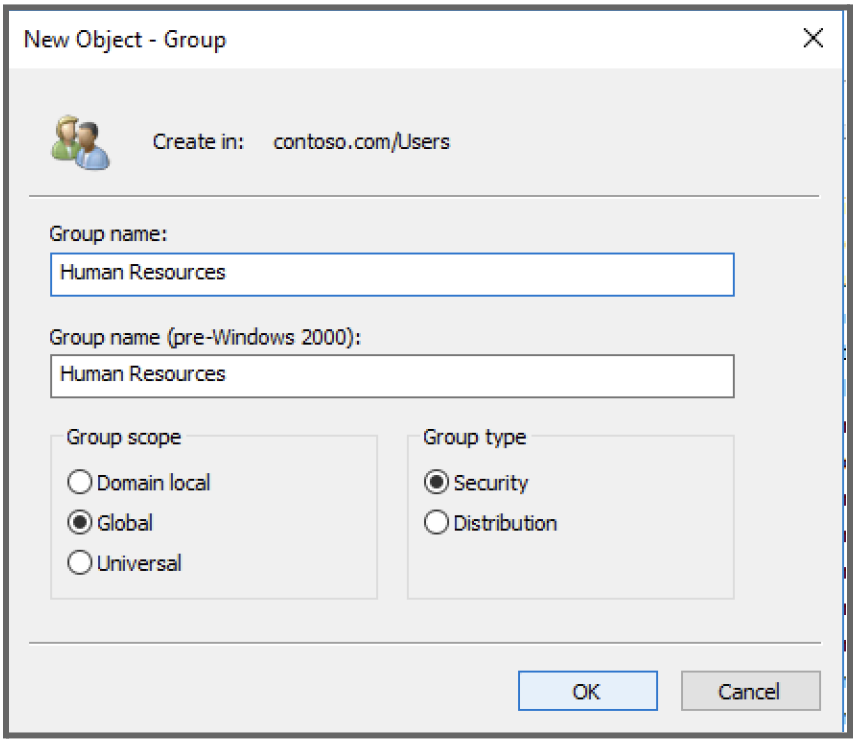
Next we need to create the Department Group in the example we are creating the **Human Resources Group.** We can access this from the same list we accessed for the user as Users and Groups are both listed here.

Users > Right-click and select **“New”>** select **“Group”**



Input the Group name: In the Group scope Select **“Global”.** Click **OK** button.



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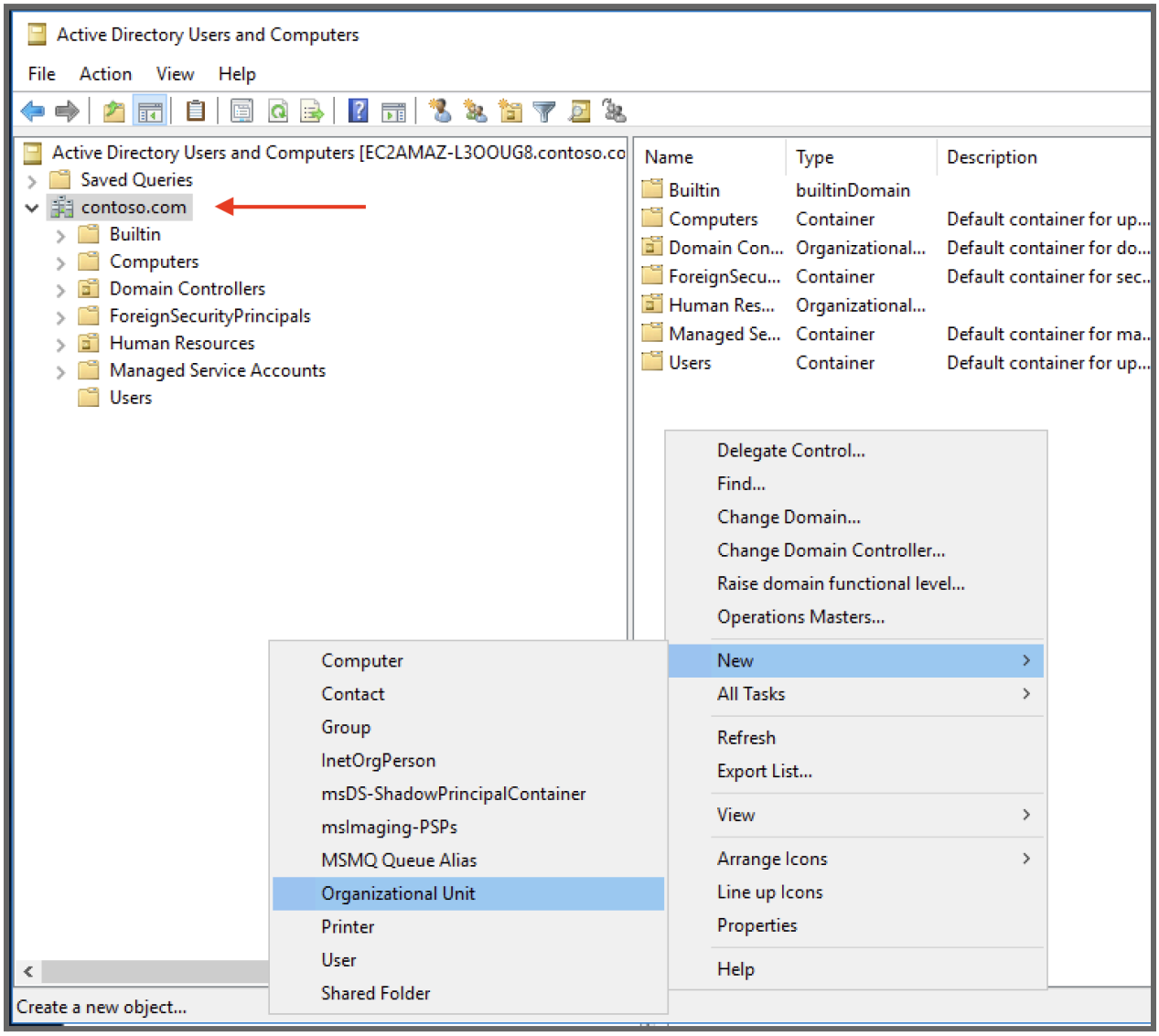
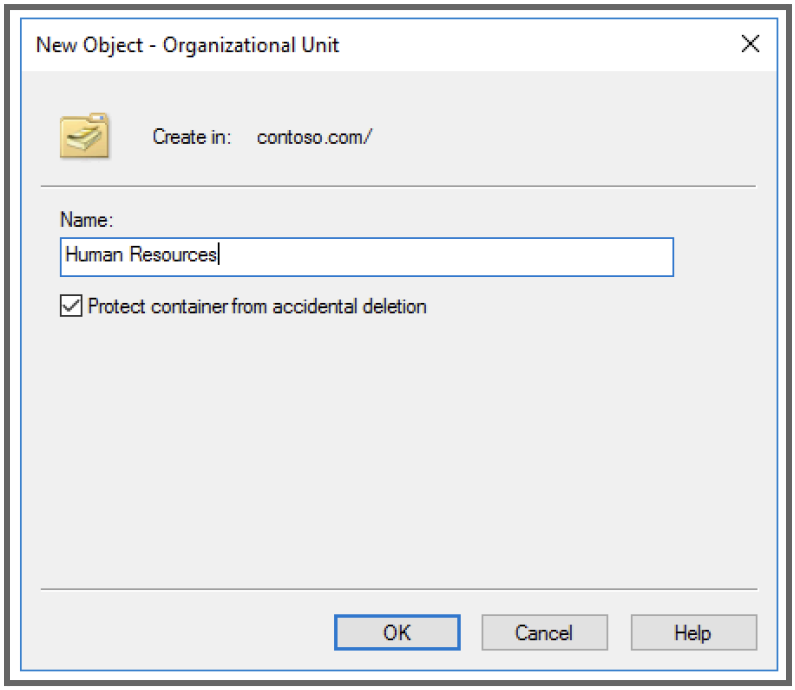
Our next step is the create the **Organizational Unit.** This will be the hub for the employees Group and User profiles. Still in the **Active Directory** we will select the **Domain** (in this case the contoso.com). Right click the over the **Domain >** select **“New” >** select **Organizational Unit.**

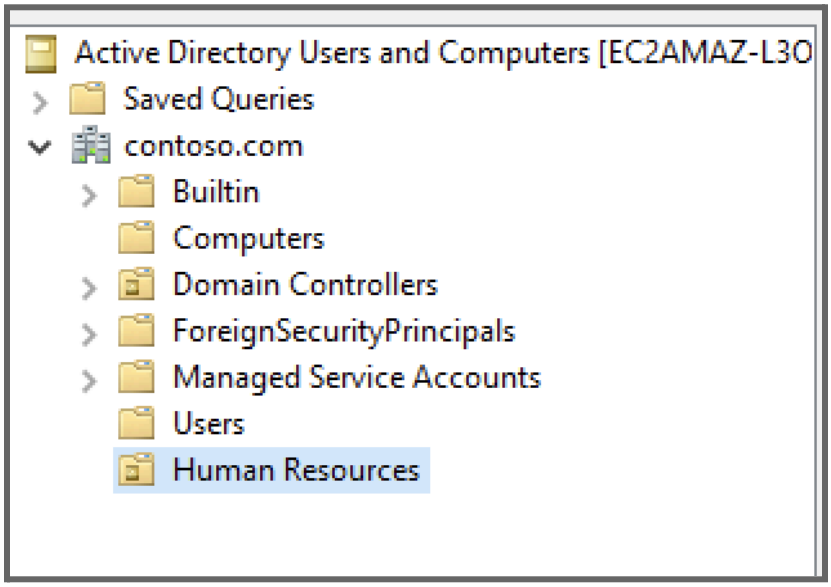


IT Onboarding Runbook

Input the Department's name into the **Organizational Units(OU) Name**(in this case Human Resources). Click **OK.** It defaults with **"Protect container...deletion"** button turned on. Leave that as it is.



The *Department* **OU** shows up under the domain if done correctly.



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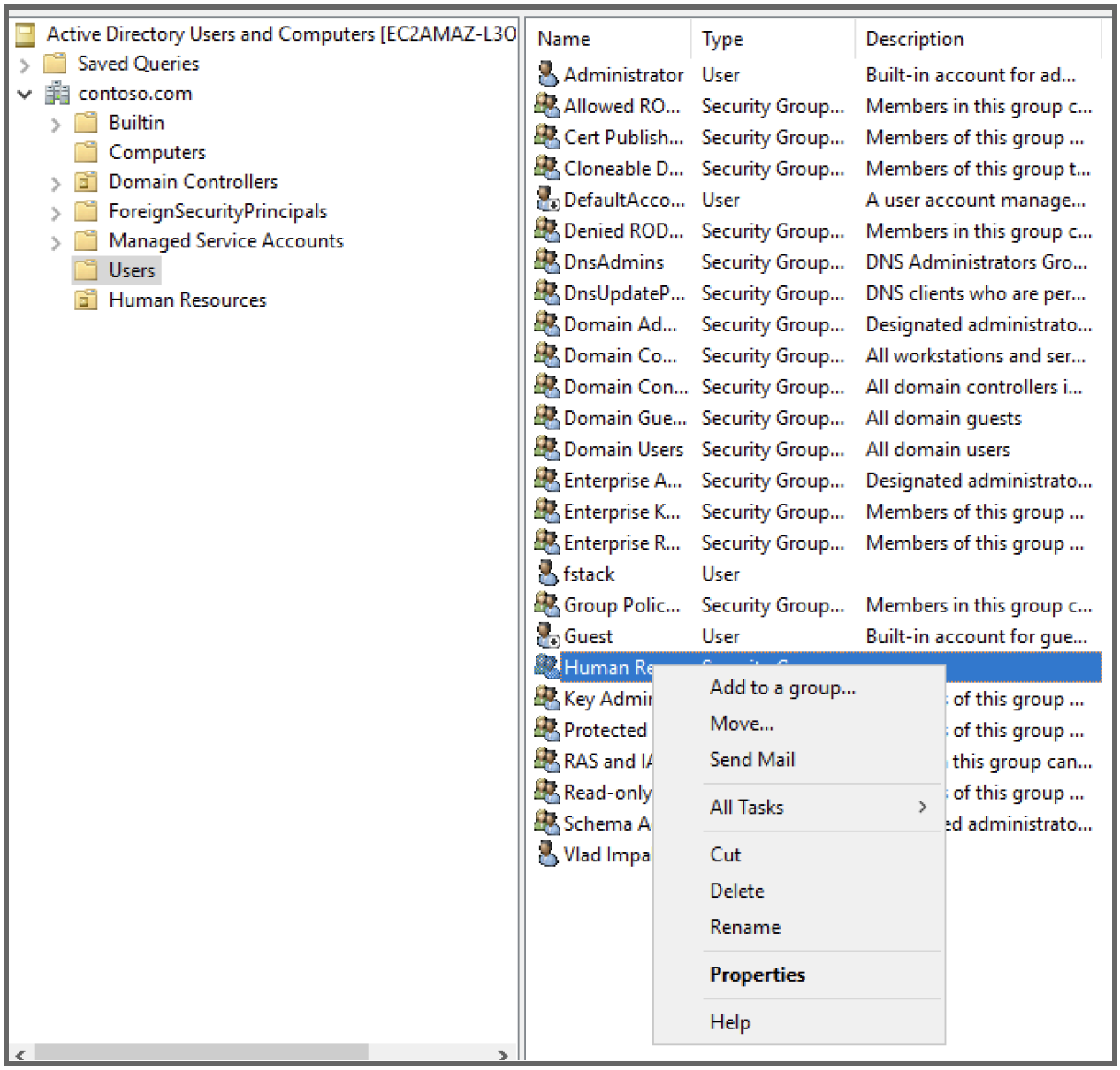
In the **Active Directory** still we continue onto the membership assignments for User and Group and OU. Click on the **“Users”** directory to pull up the user/group list.



Lets add the employee’s **User**(Vlad) to the Department(Human Resources) **Group**.

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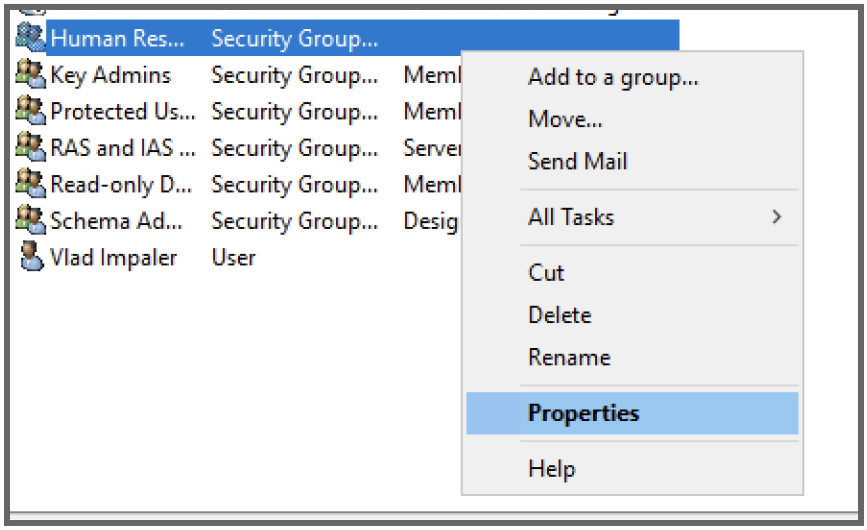
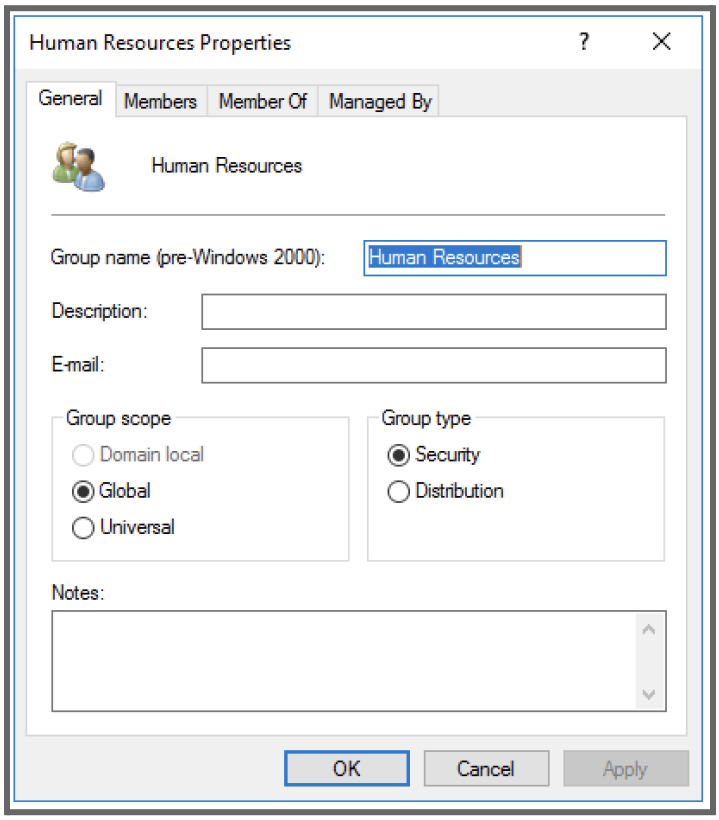
Select the Department **Group > right-click > select Properties**



The Group Properties default screen.



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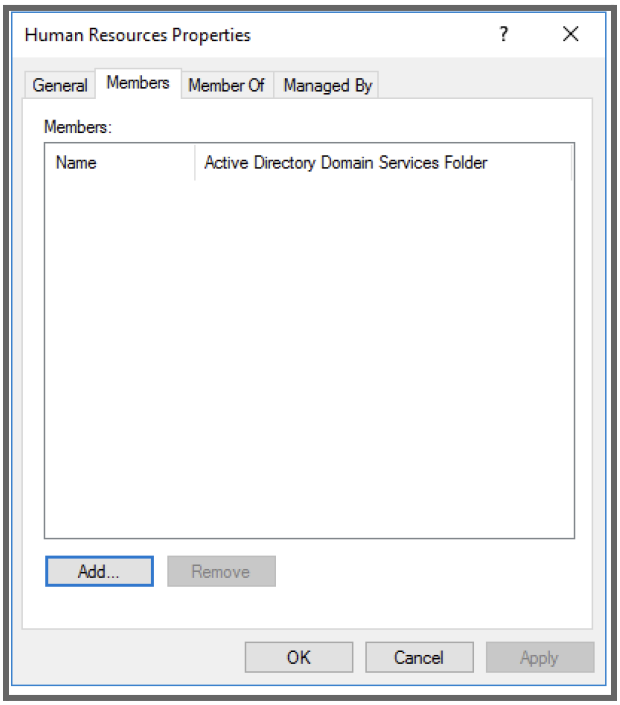
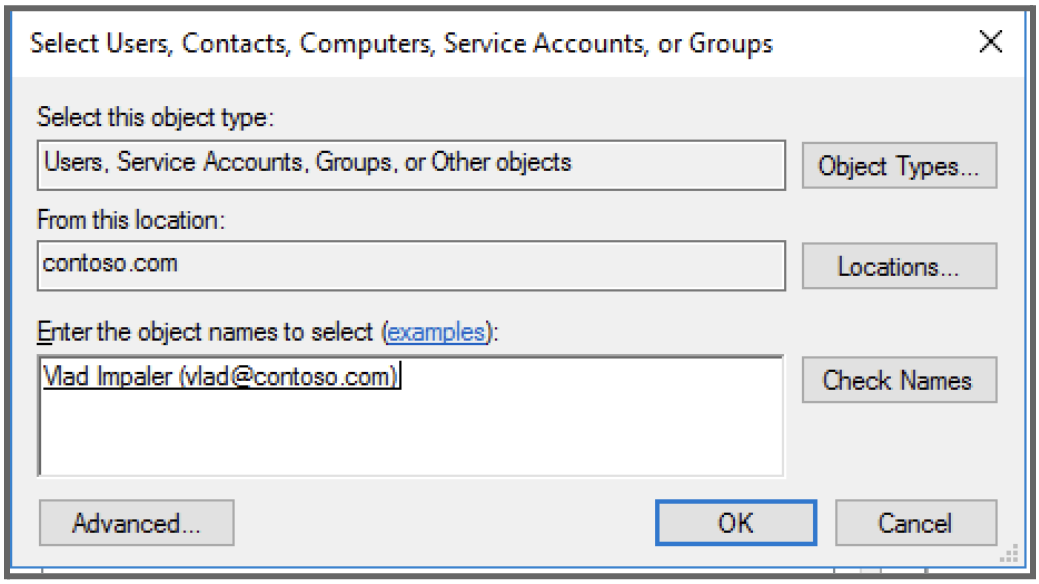
Select the **Members** tab. Click the **Add** button.



In the “Enter the object names to select” start inputting the user name. Click **Check Names** after a few letters are input to locate the user with matching pattern. Click **OK**.



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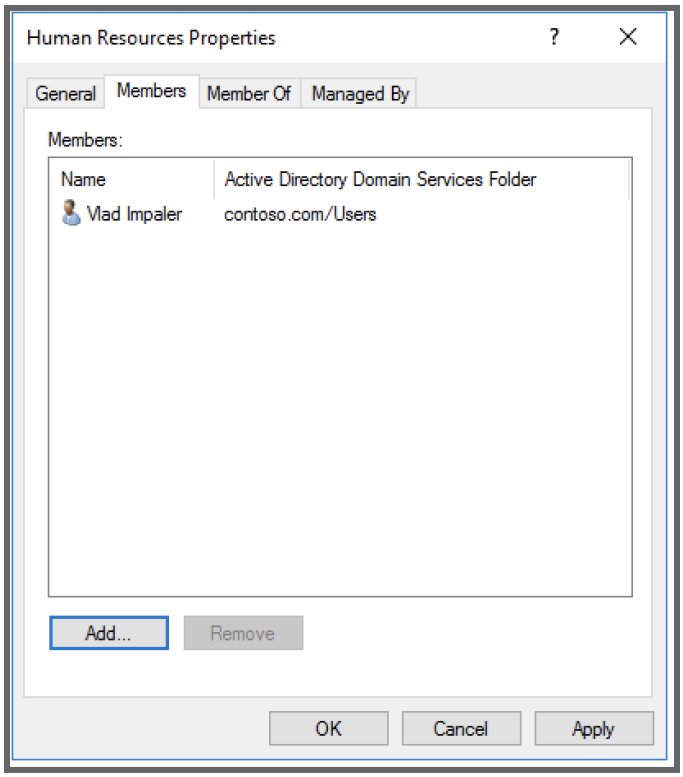
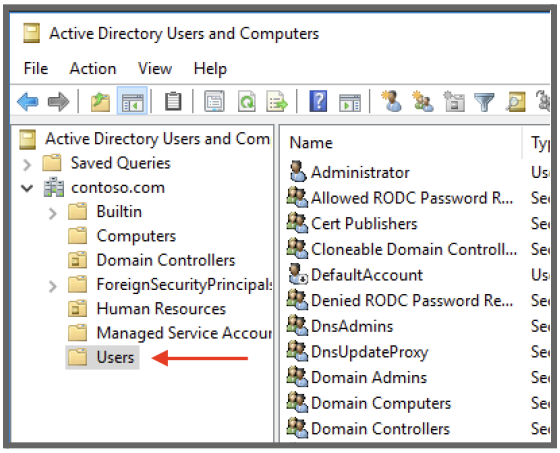
Confirm the Members show the User you just added. Click **OK** to close.



Open the **Active Directory** if its not already open. Adding the *Employee* **User** (Vlad Impaler) and **Group** (Human Resources) to the Human Resources **OU** is easy as dragging each User and Group into the OU from the **"Users"** directory > list. We may also need to associate the specific computer to the OU.



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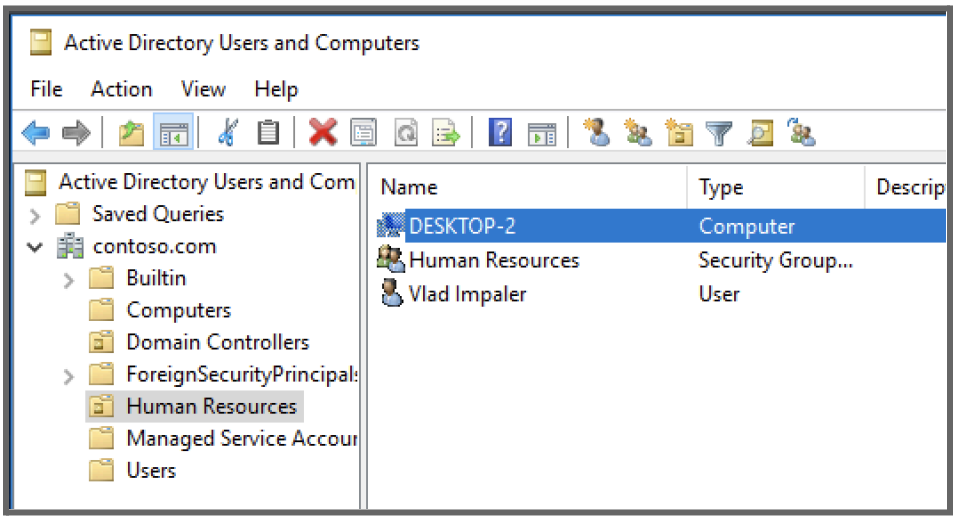
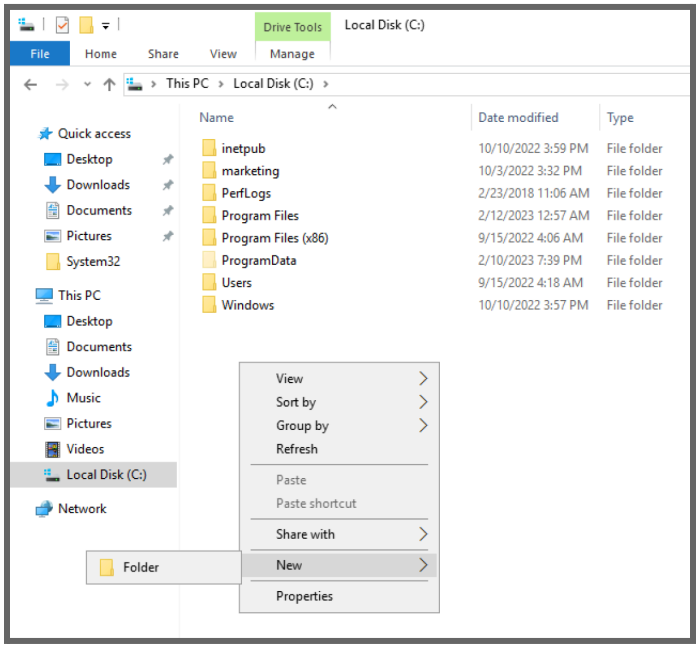
Open the **“Computers”** directory locate the local machine (this case Desktop 2) *.(Roaming accounts will need further application of associations and GPOs. Something we are not concerned with here.)*



Share Build -

We need to create the **“share”** for the Department. We can build the needed directories with the the **“server”** C:/ Drive. Navigate to the C: Drive in Explorer. In a blank space within the C: Drives create two directories; one for the actual **Department “share” (Human Resources)** and one for the **script/s** needed to deploy the share.



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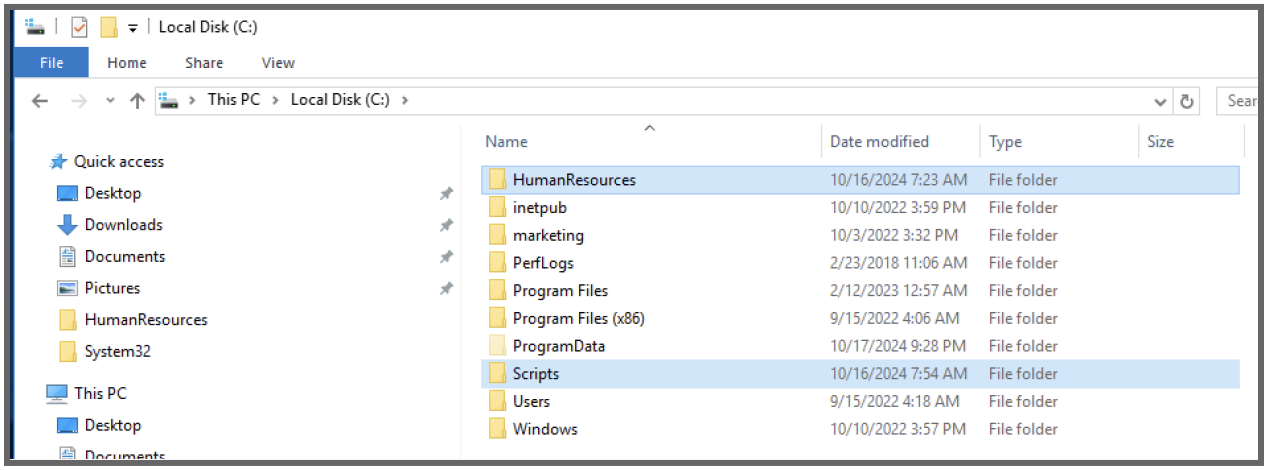
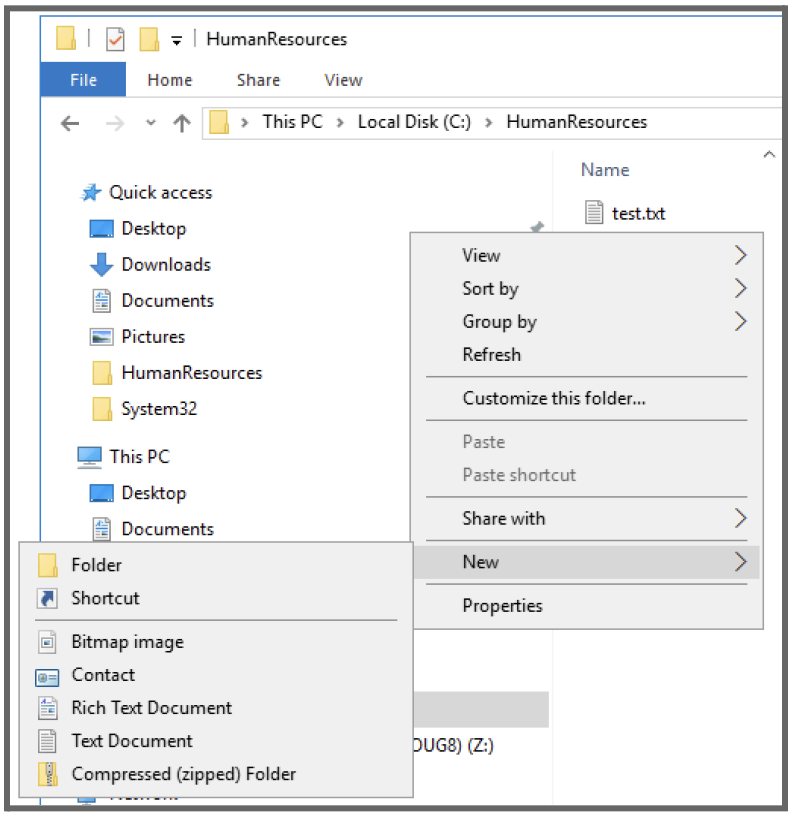
Right-click >**New**>**Folder** and create the Human Resources directory and Scripts.

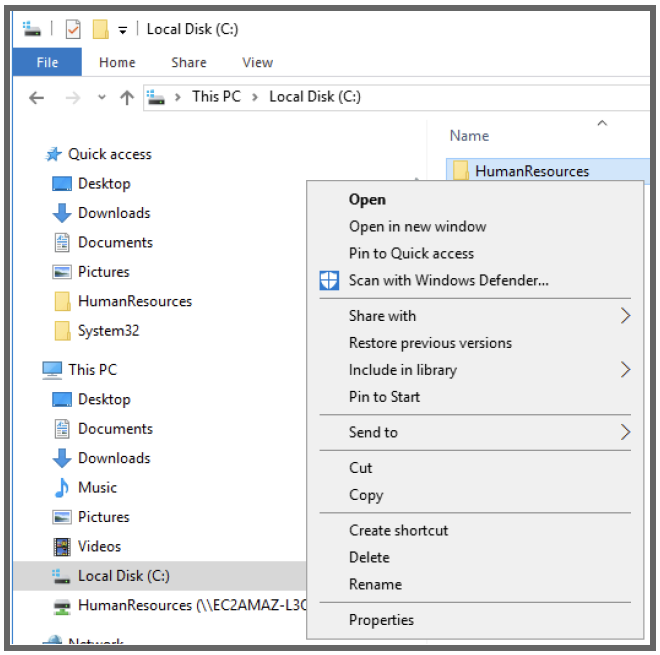


In the Human Resources directory we need to also create a test file for the sake of verification of execution. This can always be deleted later. **Right-click** on the blank space (within the directory list area) > **New** > **Text Document** named **“test”.**

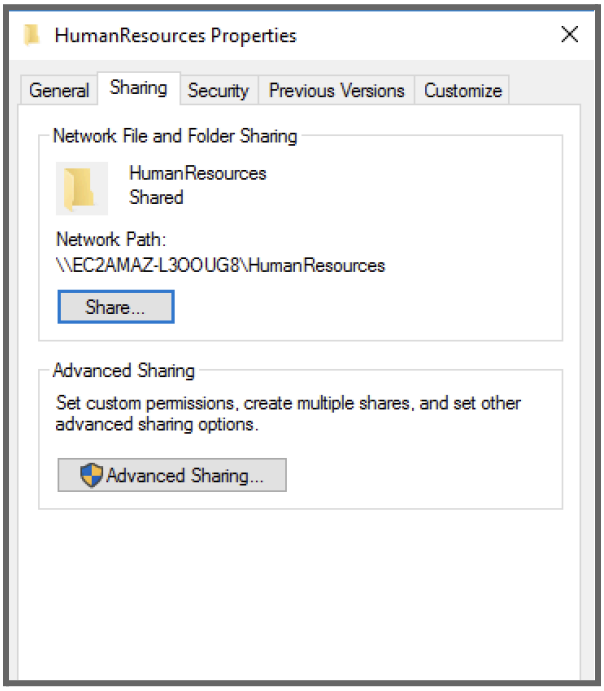


IT Onboarding Runbook

We will also need to verify and or set the sharing to the folder. **Right-click** on the Human Resources directory > **select "Properties"**

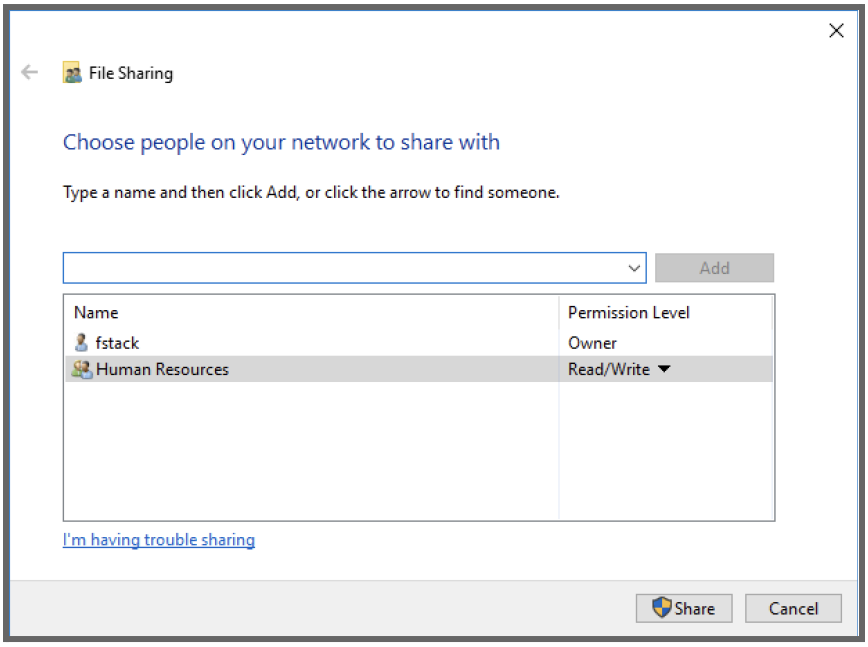


Select the **"Sharing"** tab. Click on the **"Share"** button.

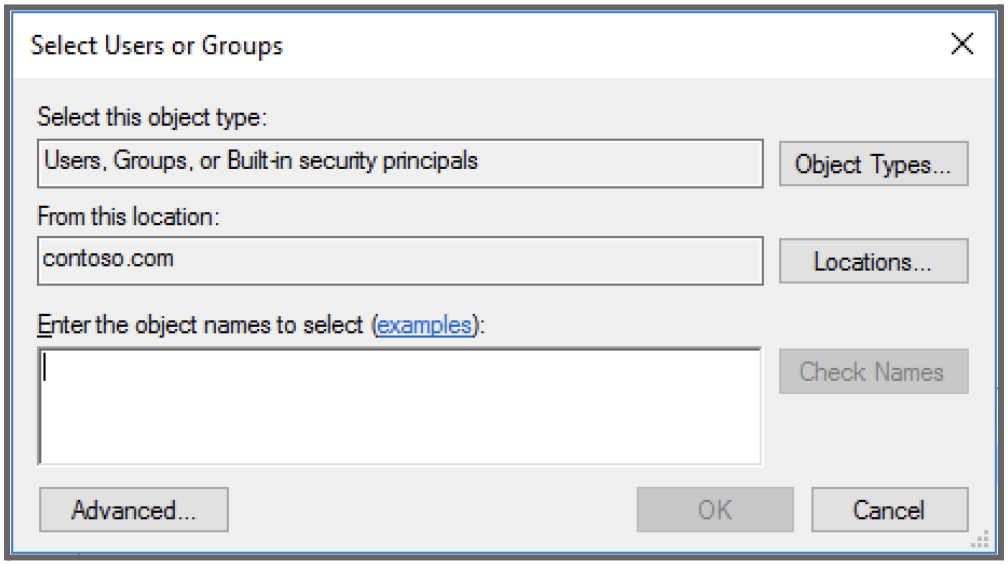


IT Onboarding Runbook

Add the Human Resources group to the list by starting to type the Groups name into the open field. If it doesn't auto fill you can click on the pull down within that same field.

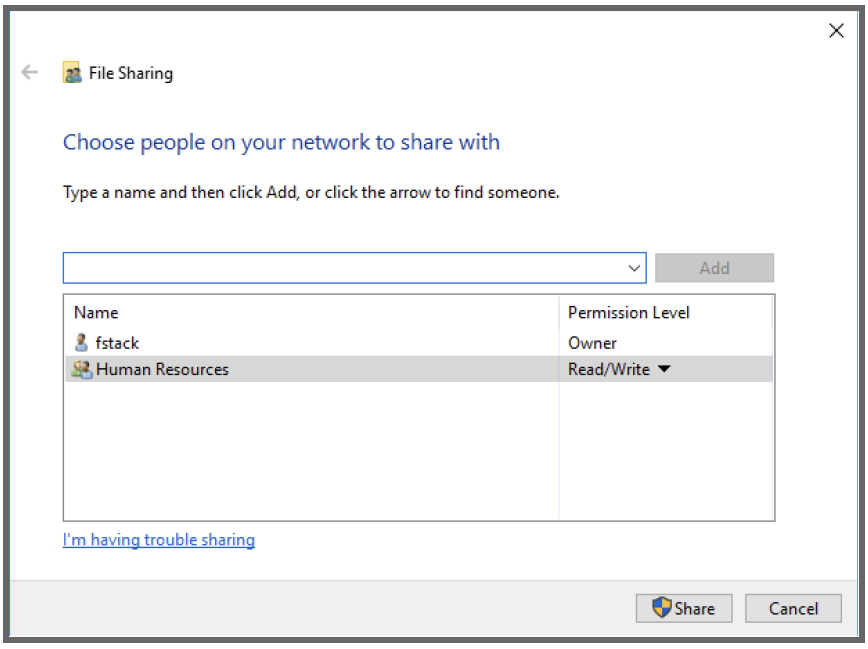


Select Users or Groups pops up. You can start entering the name in the "Enter the object …" field and the **click on Check Names** > Locate the Group (Human Resources). **Click OK.**

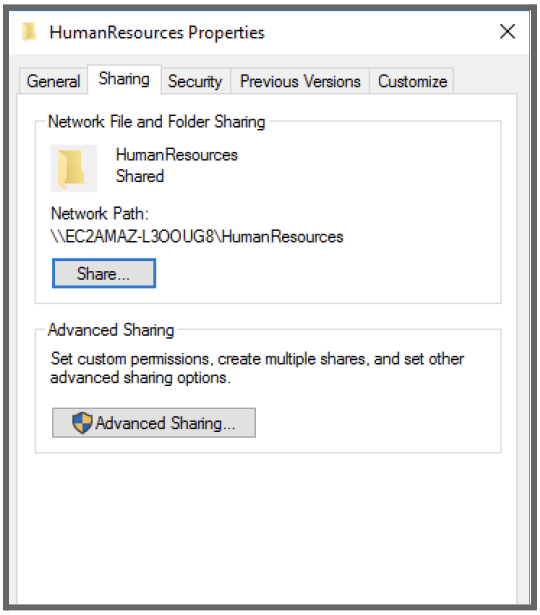


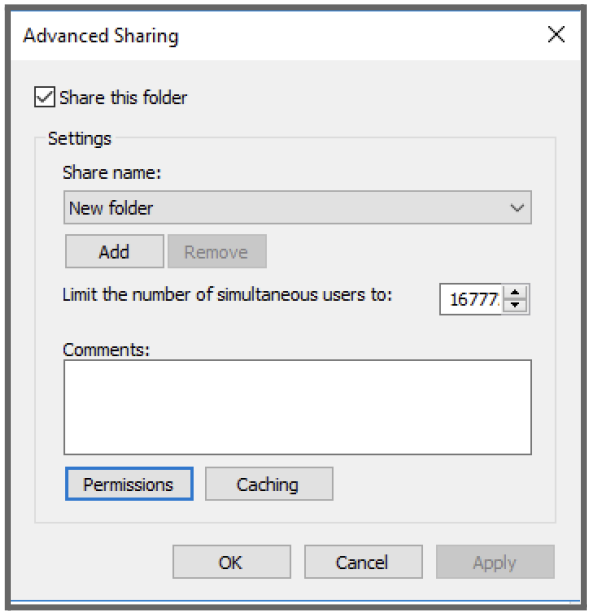
IT Onboarding Runbook

Back at File Sharing you need to change the “Permissions Level” to **Read/Write** by clicking in that field and scrolling through the pulldown that appears.



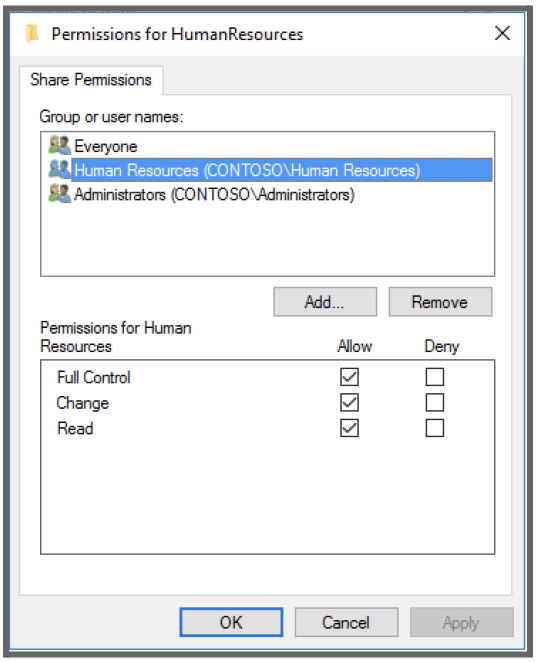
We may need to verify permissions for the “share”. Click on the **“Advanced Sharing”. Within that >click “Permissions”**

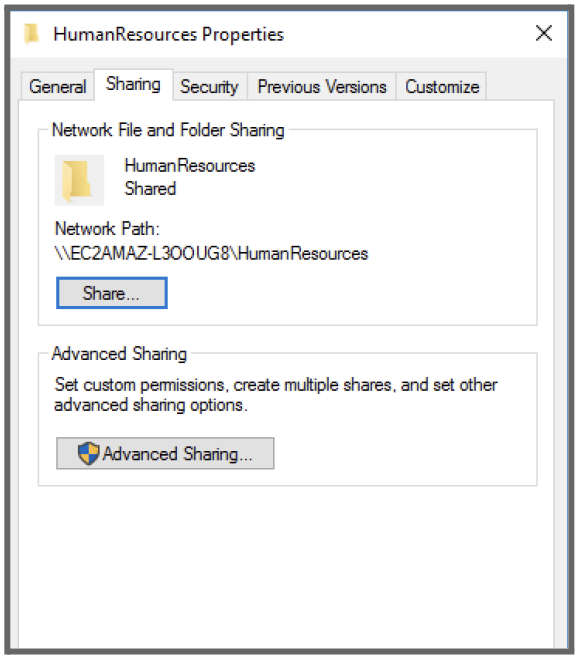




IT Onboarding Runbook

Click on the *Department* (Human Resources) Group and enable required Permissions. In this case **Full Control,Change and Read** are all allowed. Click **OK.** And **OK** Again. Copy the Network Path: **\\EC2AMAZ-L3OOUG8\HumanResources.** *(Note it has been observed that it may make a difference between copying and typing this info into the intended place)*





Now a script will need created to facilitate the “share” (Human Resources) Drive mount on the Users machine. From the Start menu open Notepad.

Map Drive Script

In the Notepad input:

```
@echo off
net use Z: \\EC2AMAZ-L3OOUG8\HumanResources
```

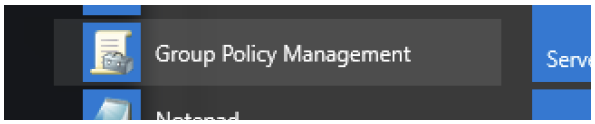
Save the file as a **.bat** file. In this case its called **“mapdrive.bat”** and is saved in the Scripts directory we created when we created the *Department* Human Resources directory.

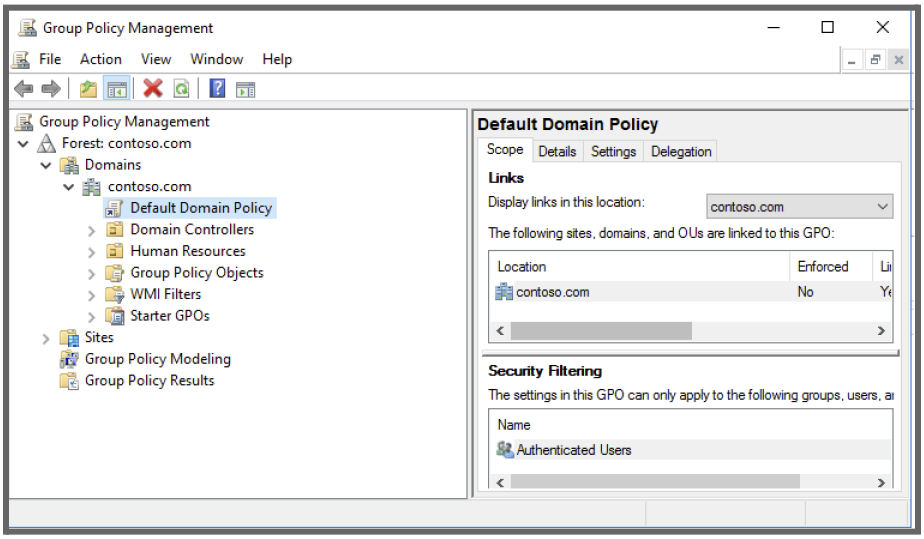
Repeat the steps we did for the Human Resources directory starting at Page 22 for permissions and sharing configuration but for the Scripts directory.

IT Onboarding Runbook

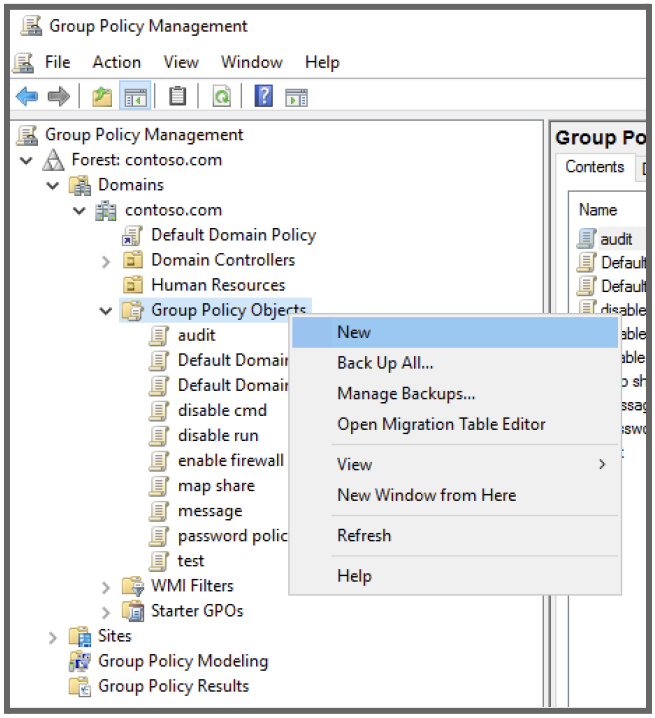
Group Policy Build

Locate Group Policy Management application.



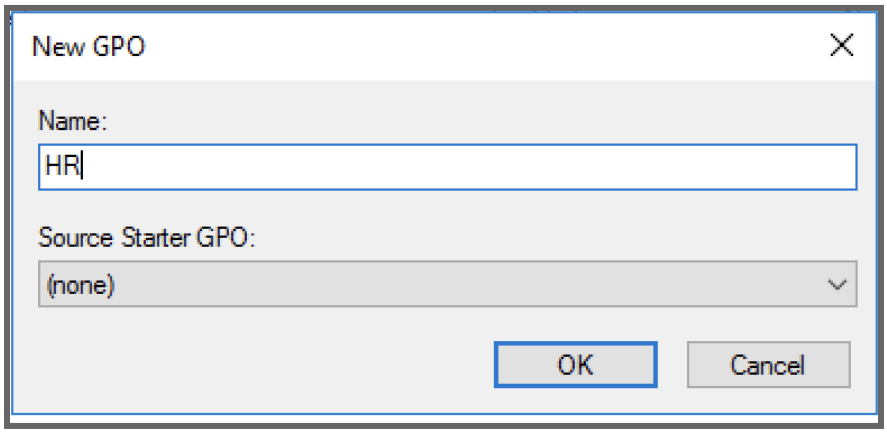


Select Group Policy Objects>**right-click**>**New**

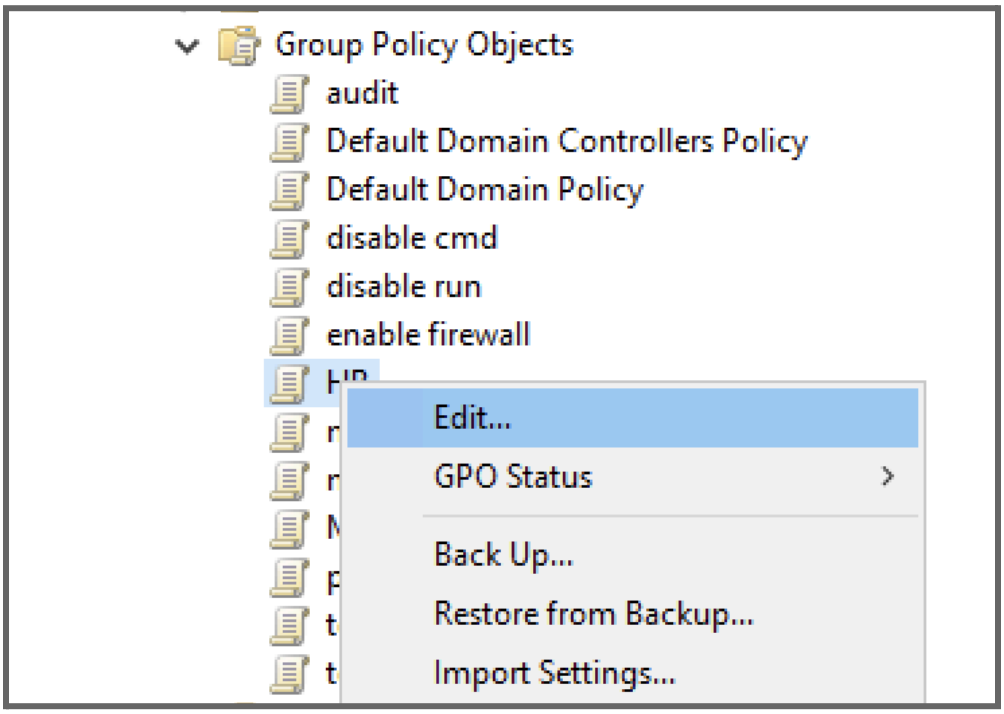


IT Onboarding Runbook

Input the “New Group Policy Object**(GPO)**” in this case **“HR”** in the “Name:” field. Click **OK**



Select the GPO we just created and **right-click > Edit**

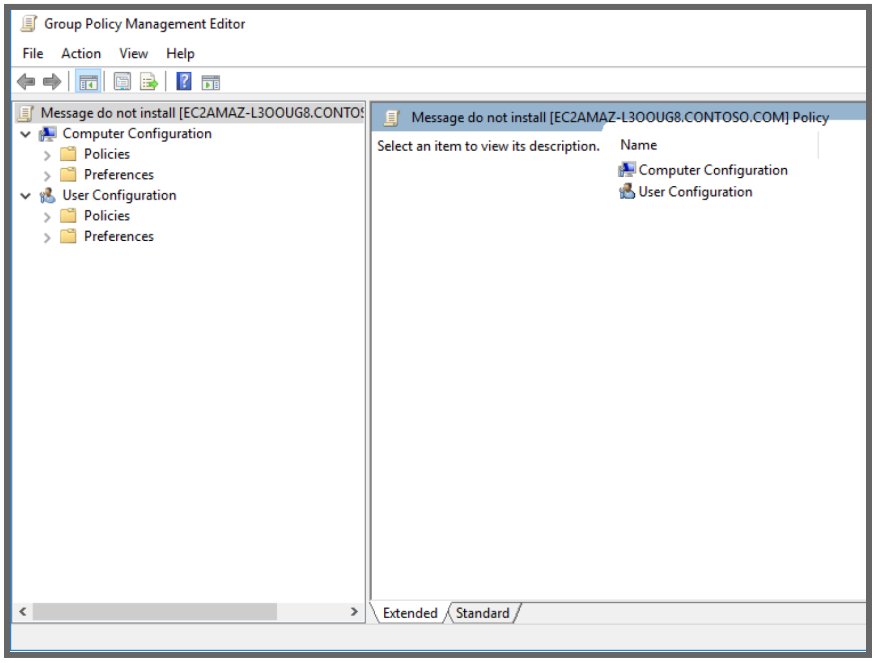


We to need establish the policies for the User and subsequent Groups.

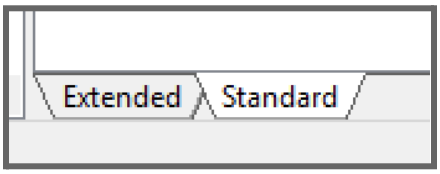
- A message should appear whenever the computer starts (do not install unauthorized programs).
- Prevent the user’s access to CMD.
- Add script to the user’s login to map the share you created.
- Disable the run command from the start menu.

IT Onboarding Runbook

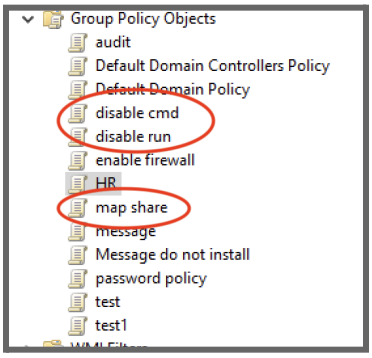
This take us to the **“Group Policy Management Editor”.**



Changing the bottom tab to “Standard” make navigation of the proceeding process cleaner to manage but for sake of clarity “Extended” will be used to see the path process which sit at the top of the list highlighted in blue.



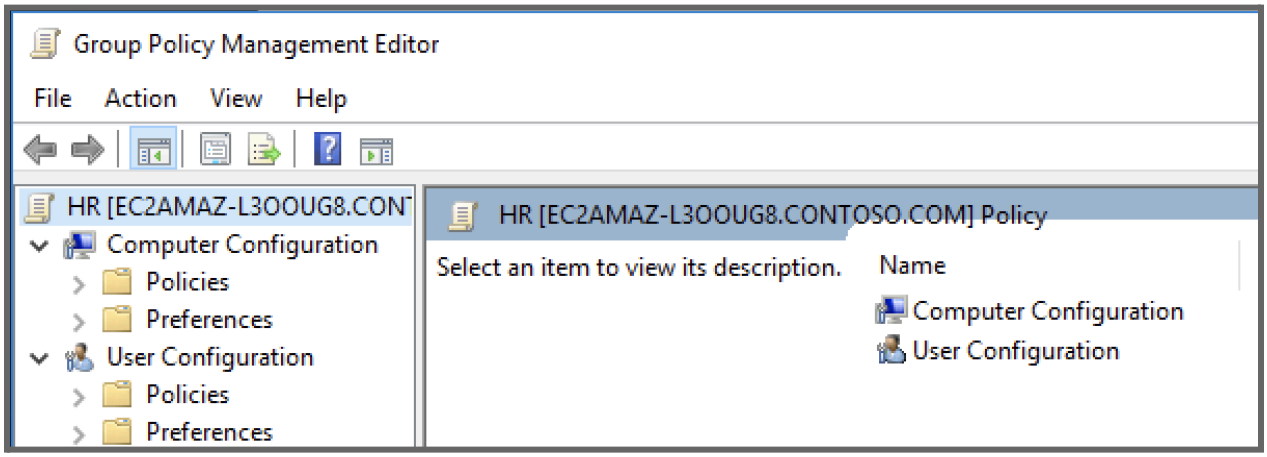
The following processes are staged out for the sake of clarity. However is should be noted that often times **“disable cmd”** and **“disable run”** and **“map share”** are preset in the “Group Policy Objects”.



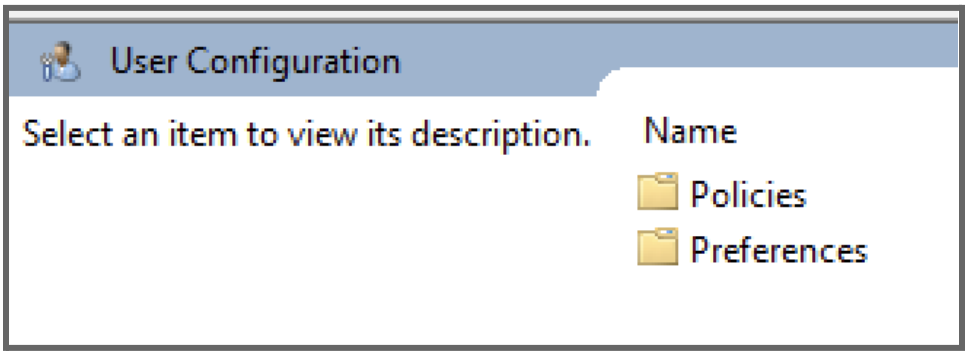
IT Onboarding Runbook

Removing Command Line Access

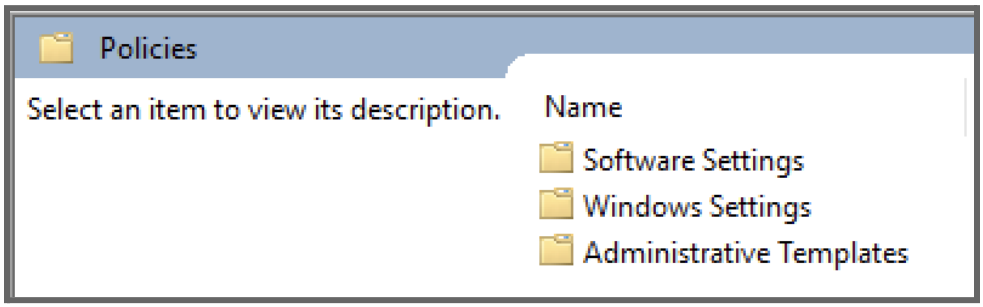
To prevent the users access to “Command line” we need to select the **“User Configuration”**. **Double click** to open to the next stage.



Double click **“Policies”**

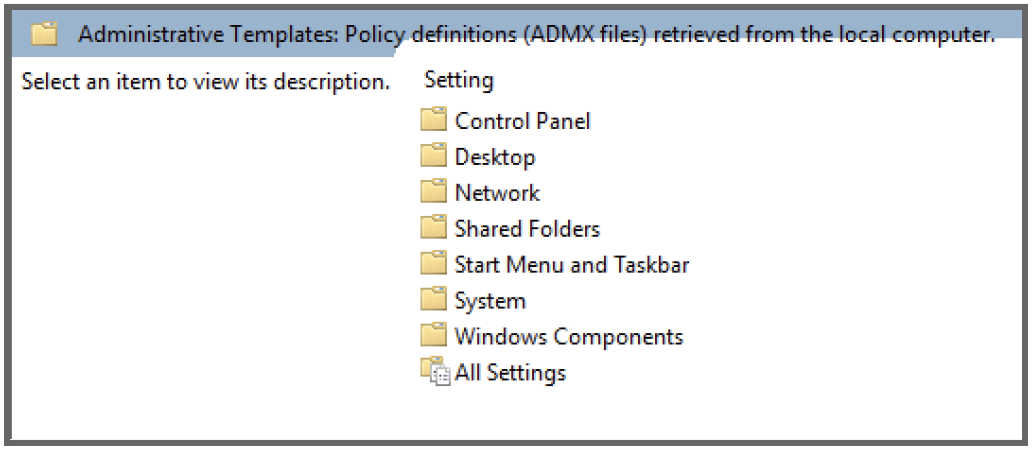


Double click **“Administrative Templates”**

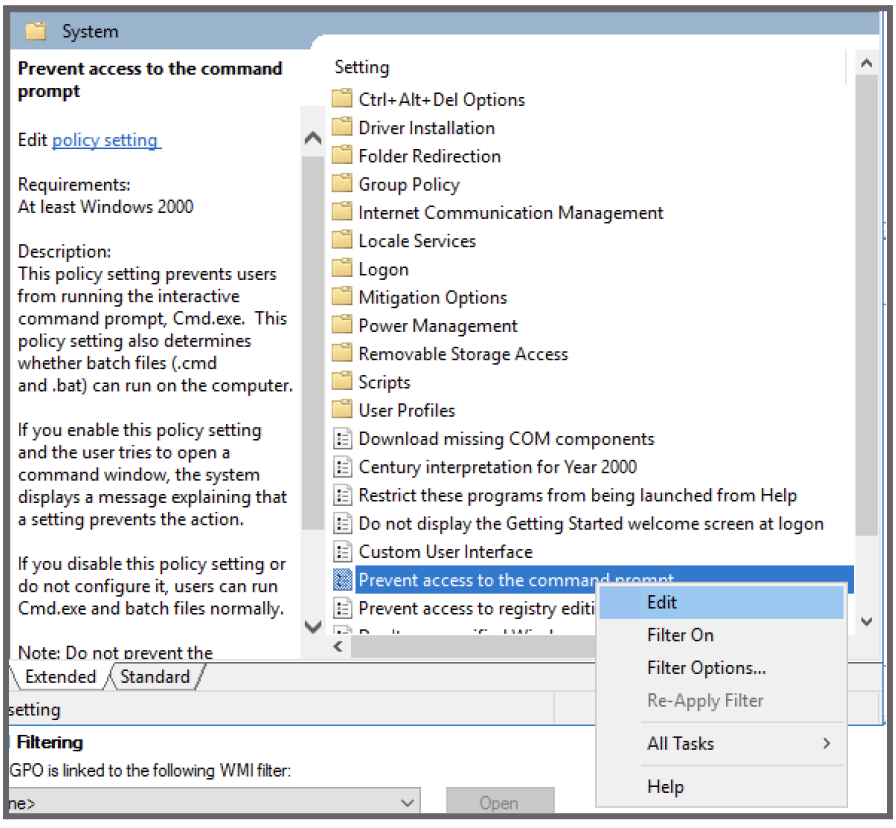


IT Onboarding Runbook

Double click **“System”**

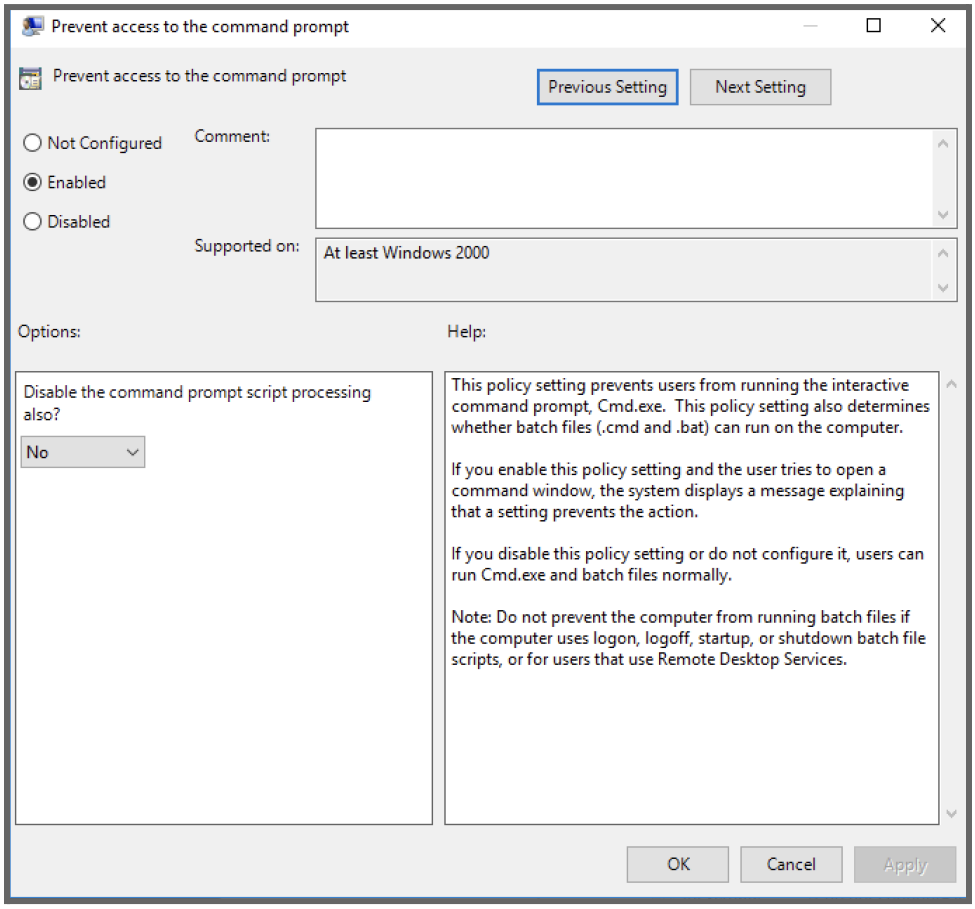


Locate “Prevent access to command prompt”. **Right click > Edit**

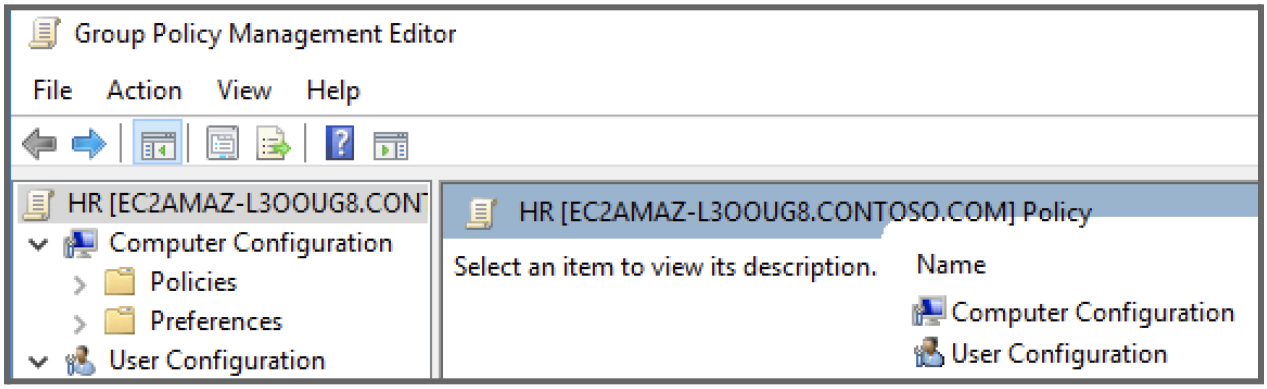


IT Onboarding Runbook

We see a panel with information about the policy under the “Help”, options for disabling the command prompt script processing (which we do not want to do here considering our list of policies of which one sets a command line script to set the “share”).
Select the **Enabled** button to ensure the policy functions. **Click OK.**



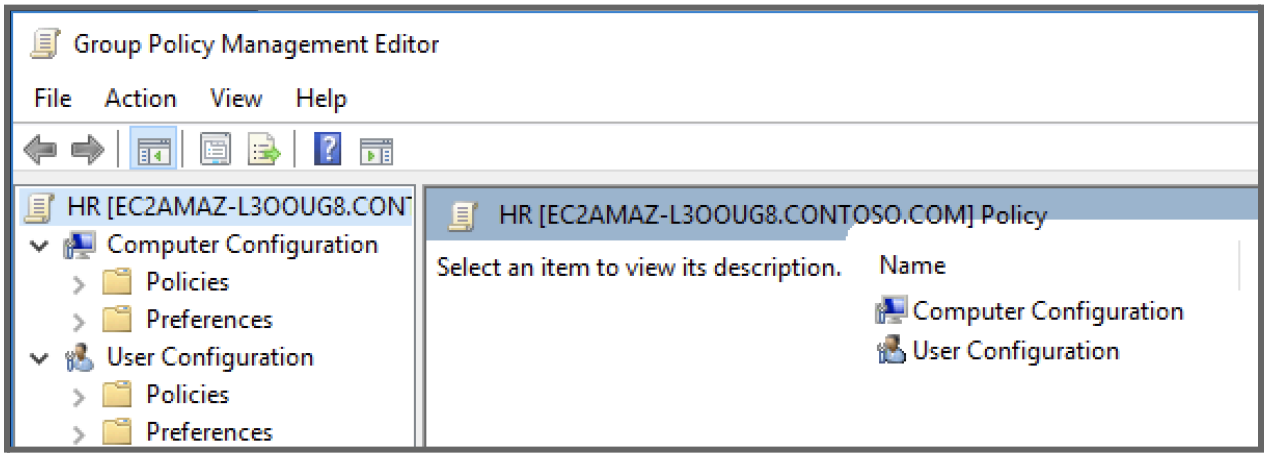
Use the back arrow to get back to the configuration options state.



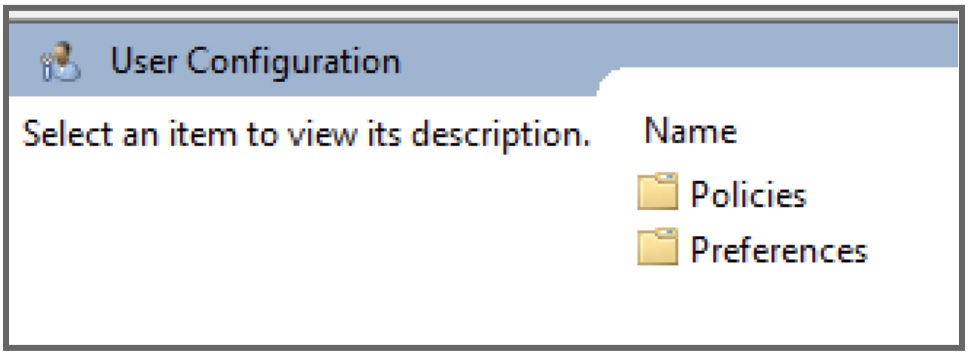
IT Onboarding Runbook

Disable the Run Command

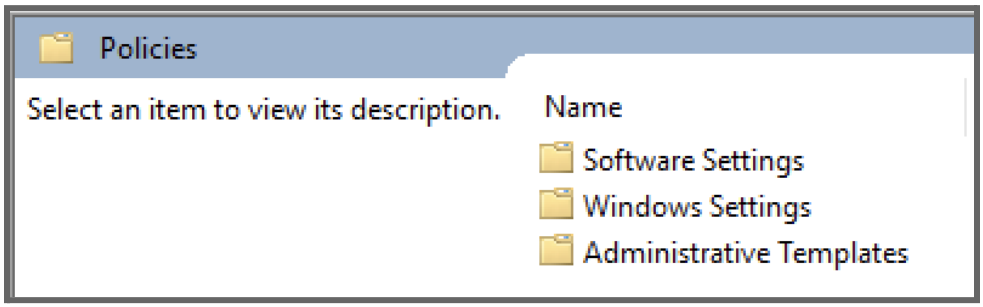
To disable “Run” for the we need to select the **“User Configuration”.** Double click to open to next stage.



Double click **“Policies”**

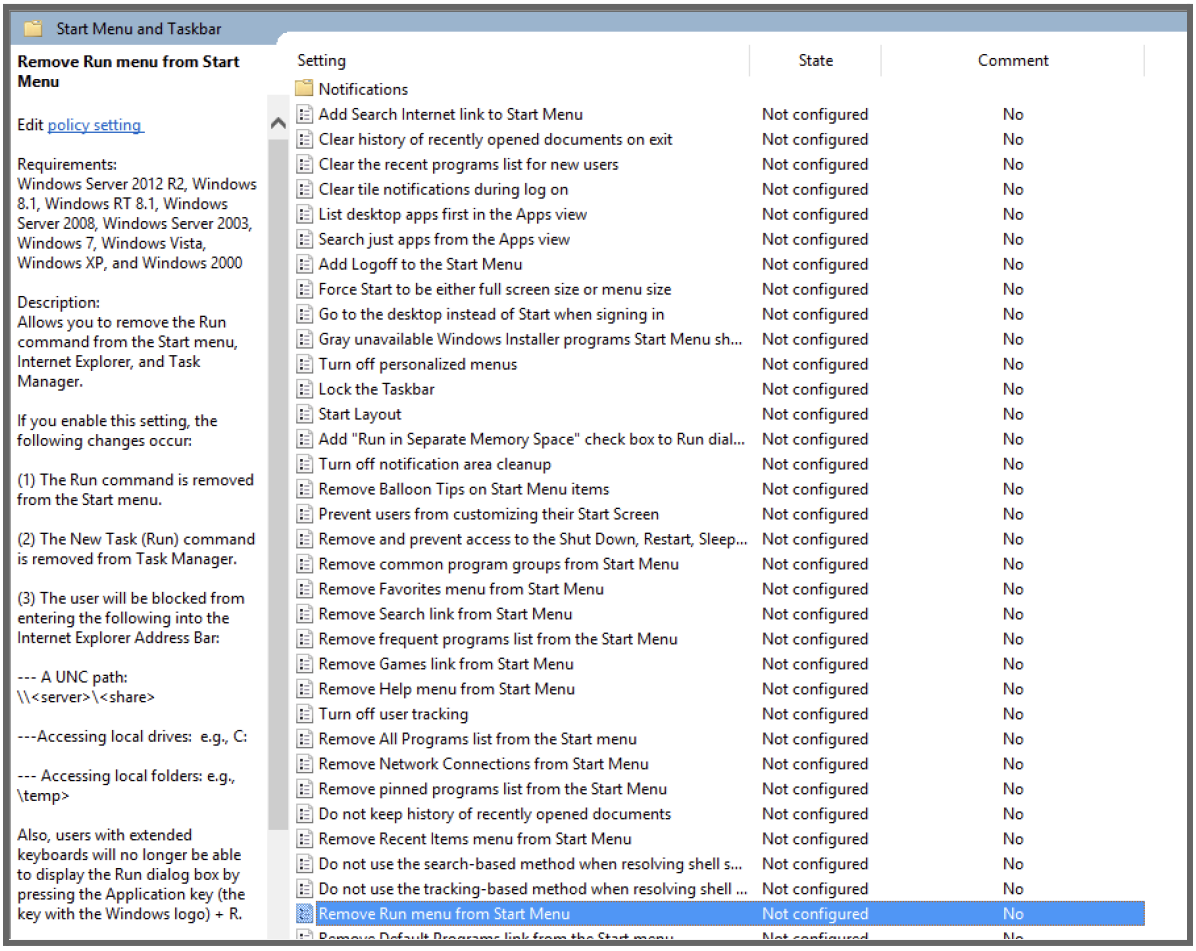


Double click **“Administrative Templates”**

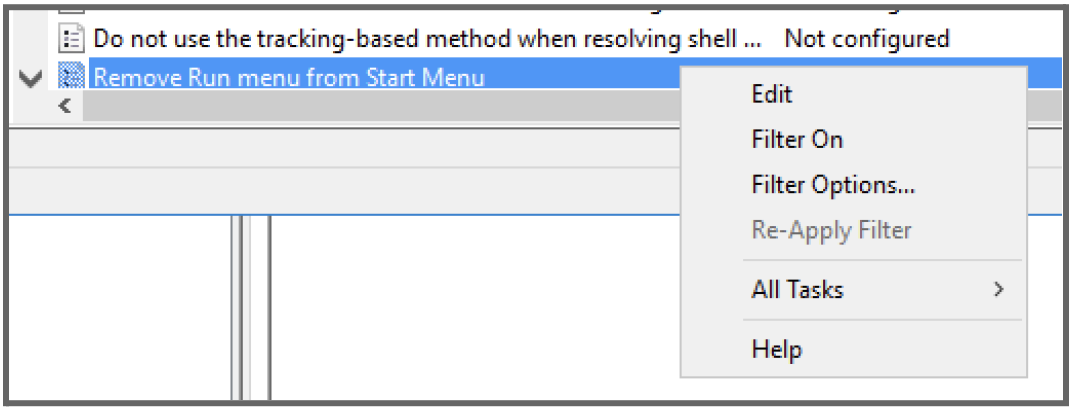


IT Onboarding Runbook

Locate “Remove Run menu from Start Menu”.

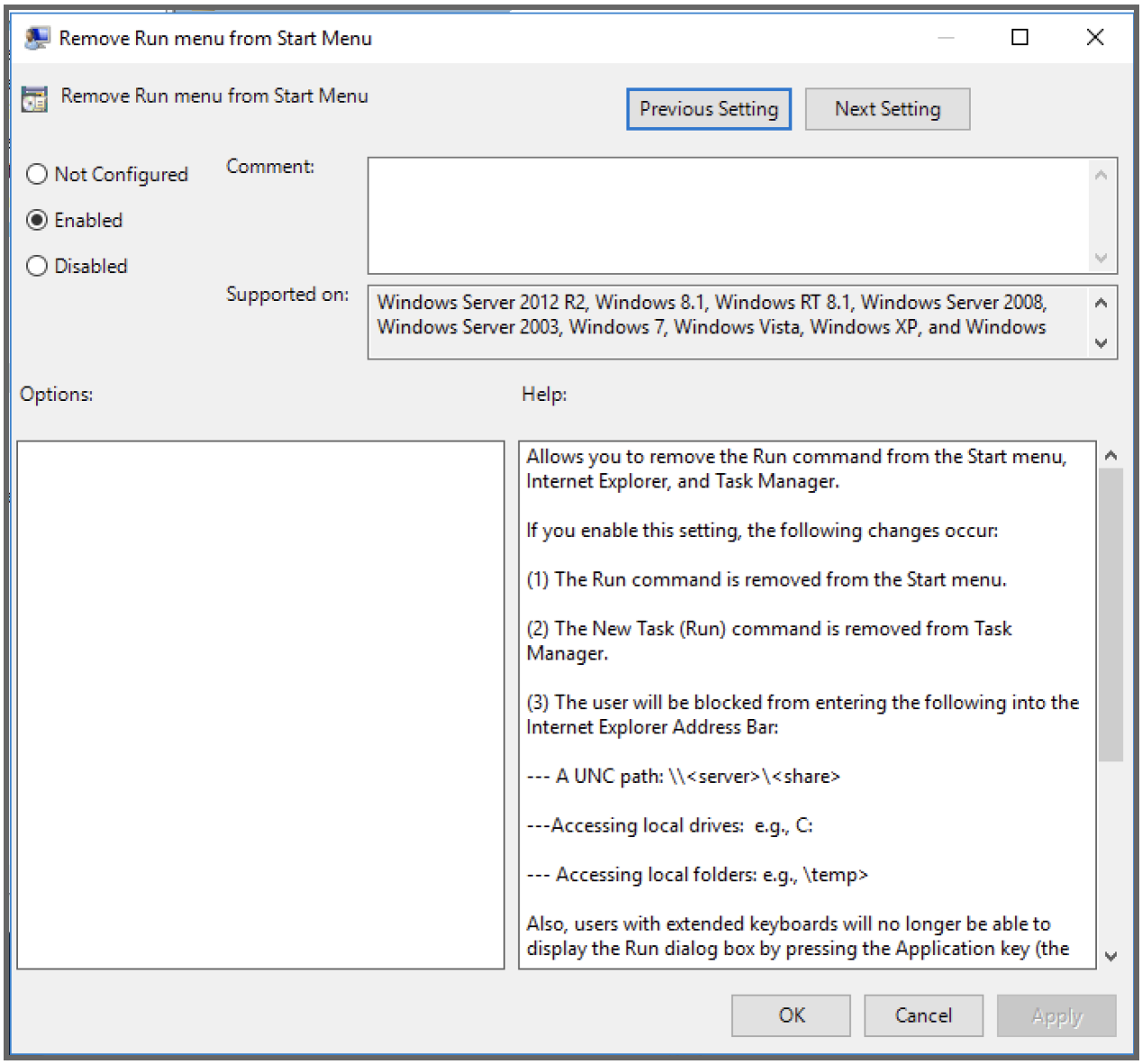


Right-click > Edit



IT Onboarding Runbook

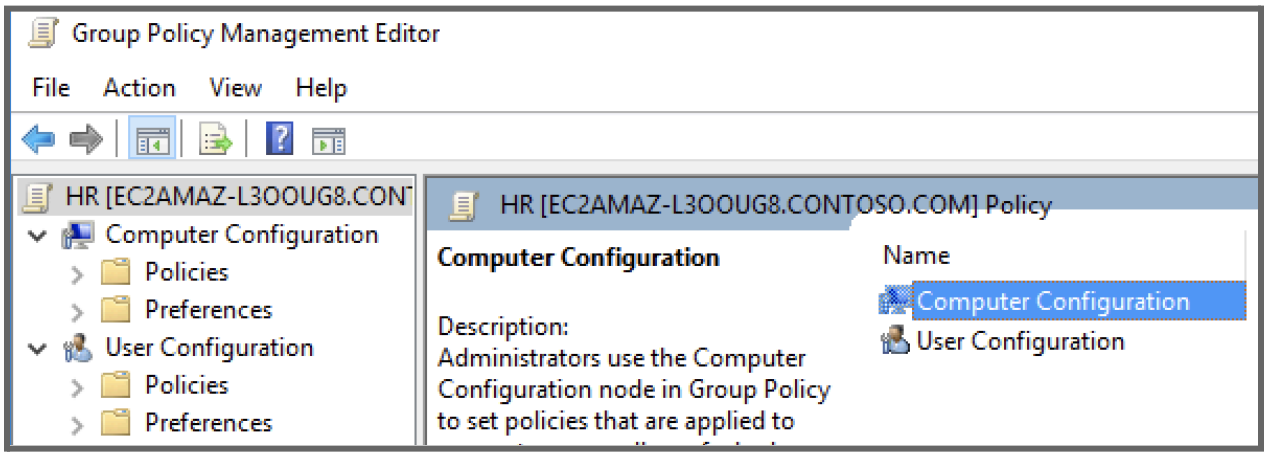
The Remove Run menu Start Menu panel pops up. As before, with the “Command Line disable” verify under the “Help:” that this is the policy needed. **Click on Enabled.** Then **Click OK.**



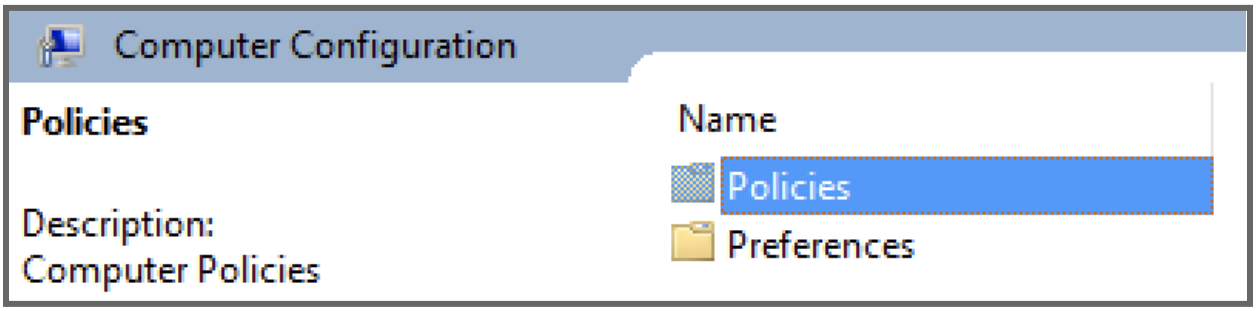
IT Onboarding Runbook

Do Not Install Unauthorized Applications Warning

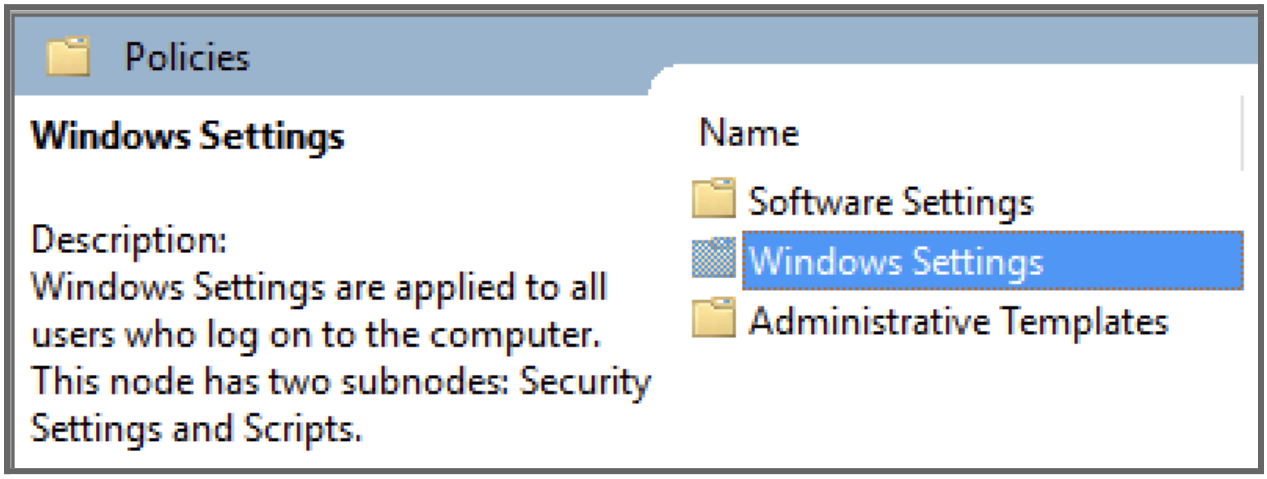
Use the back arrow to get back to the configuration options state. **Double-click "Computer Configuration"** to open to the next stage.



Double Click **"Policies".**

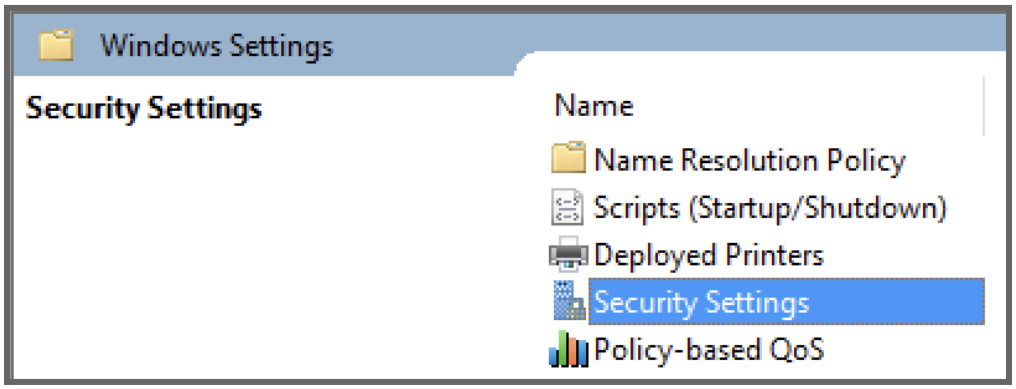


Double Click **"Windows Settings".**

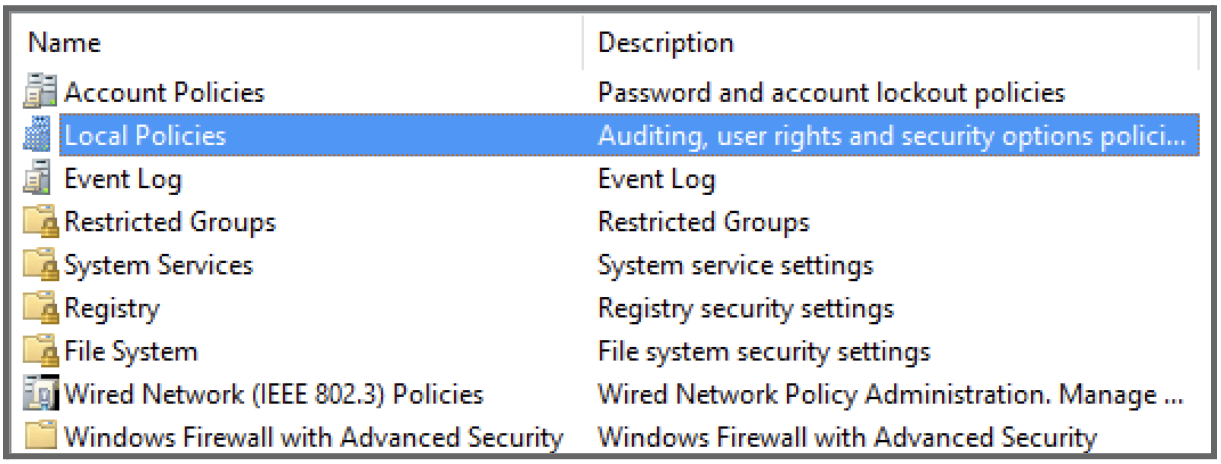


IT Onboarding Runbook

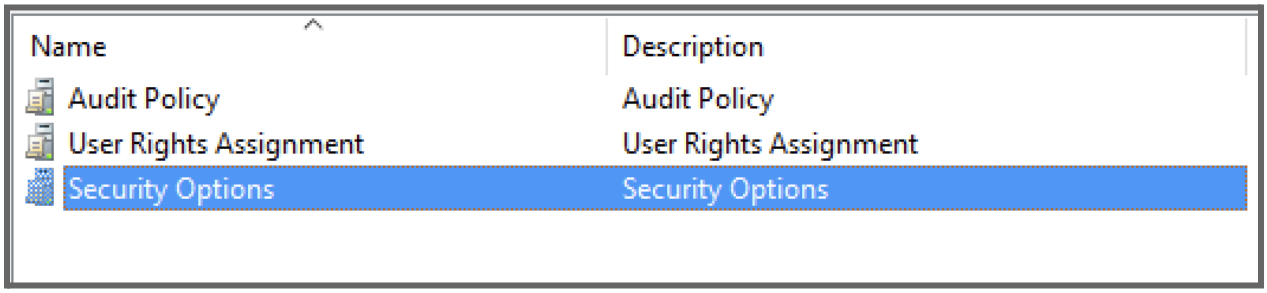
Double Click **“Security Settings”.**



Double Click **“Local Policies”.**

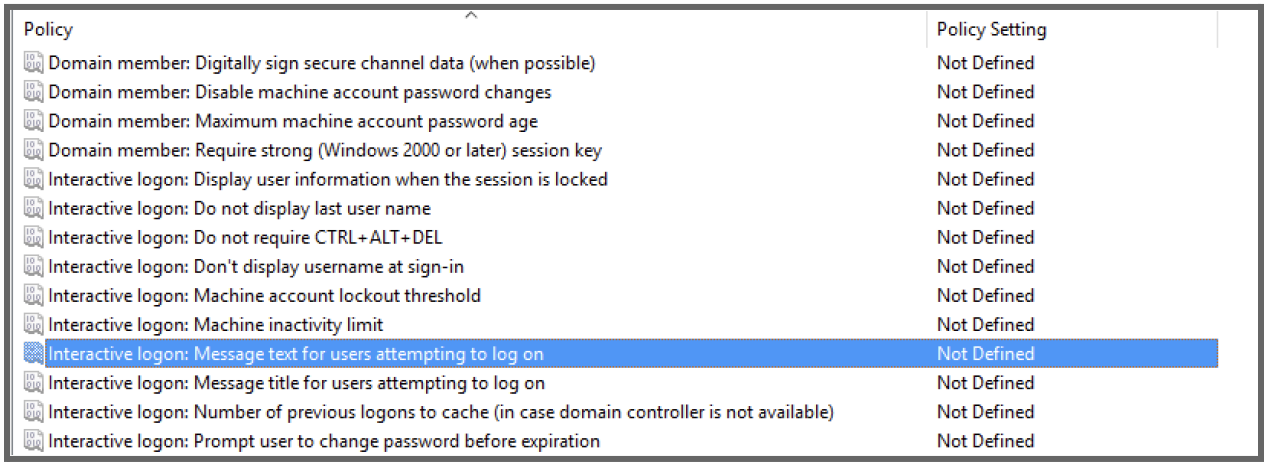


Double Click **“Local Policies”.**

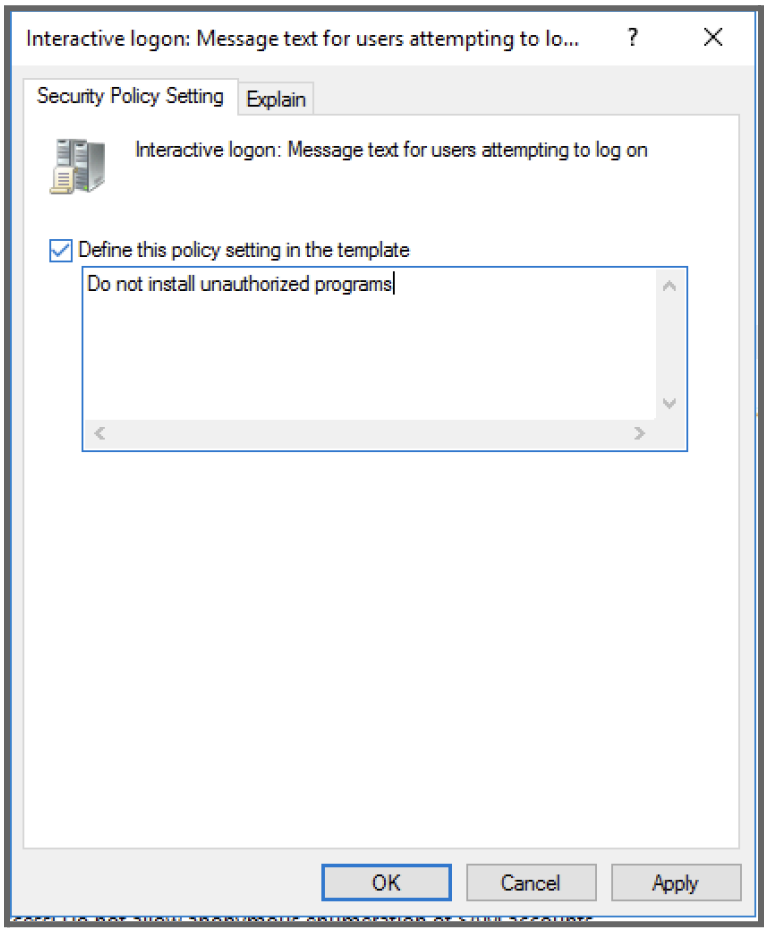


IT Onboarding Runbook

Locate **“Interactive logon: Message text...”** and double Click

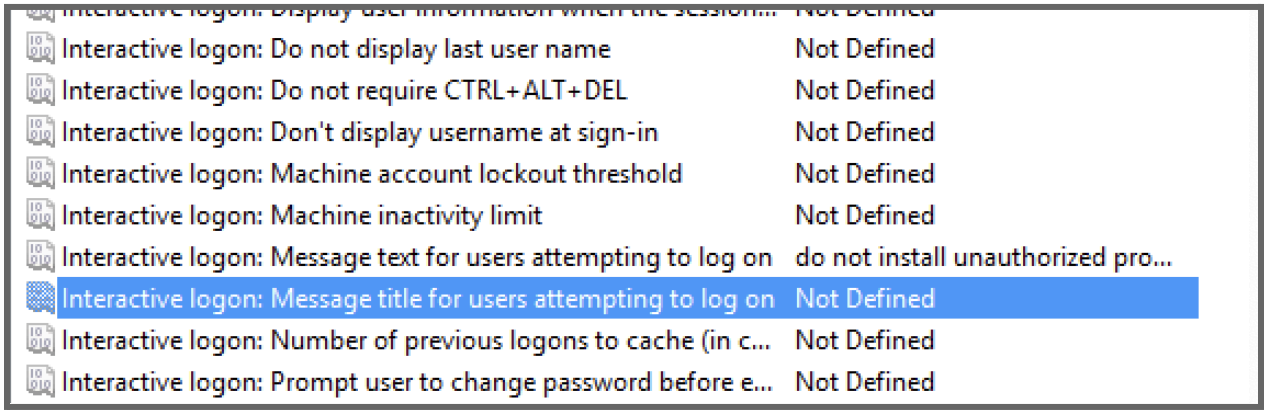


Click **“Define this policy setting in the template”** then Type the message “do not install unauthorized programs” into the field. Click **OK**

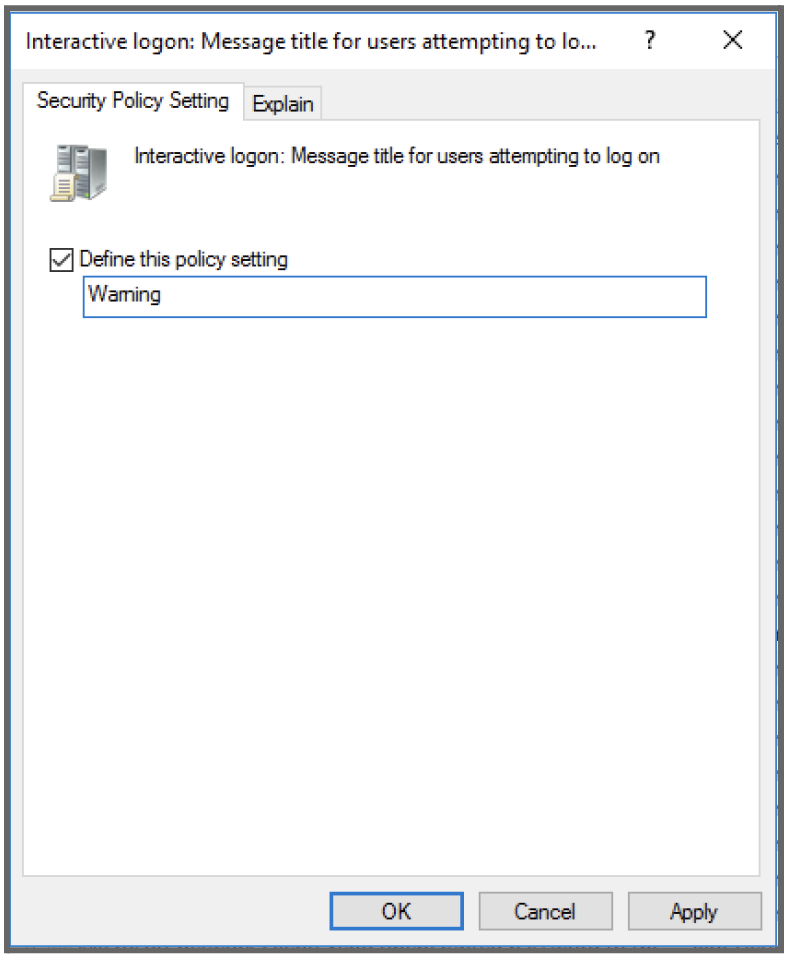


IT Onboarding Runbook

Locate **“Interactive logon: Message title…”** and double click.



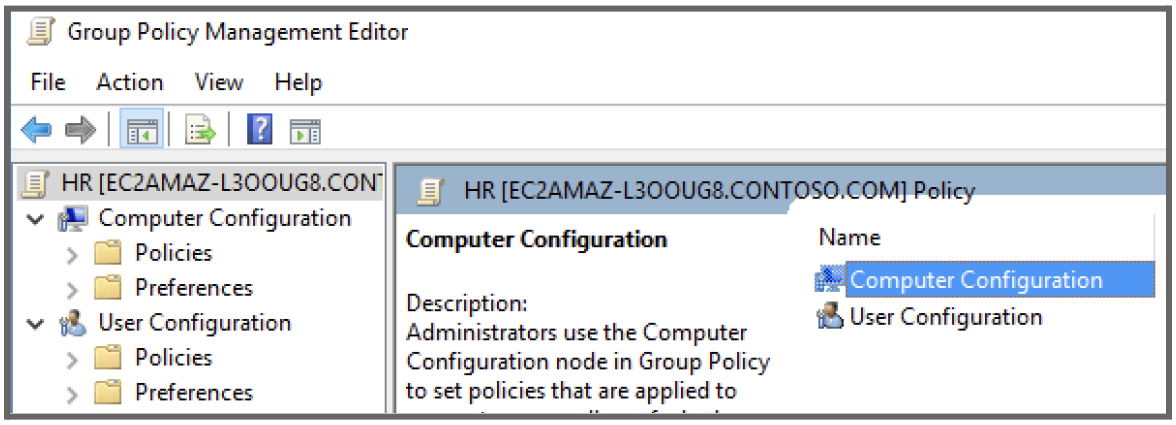
Click **“Define this policy setting in the template”** then Type the message “Warning” into the field. Click **OK.**



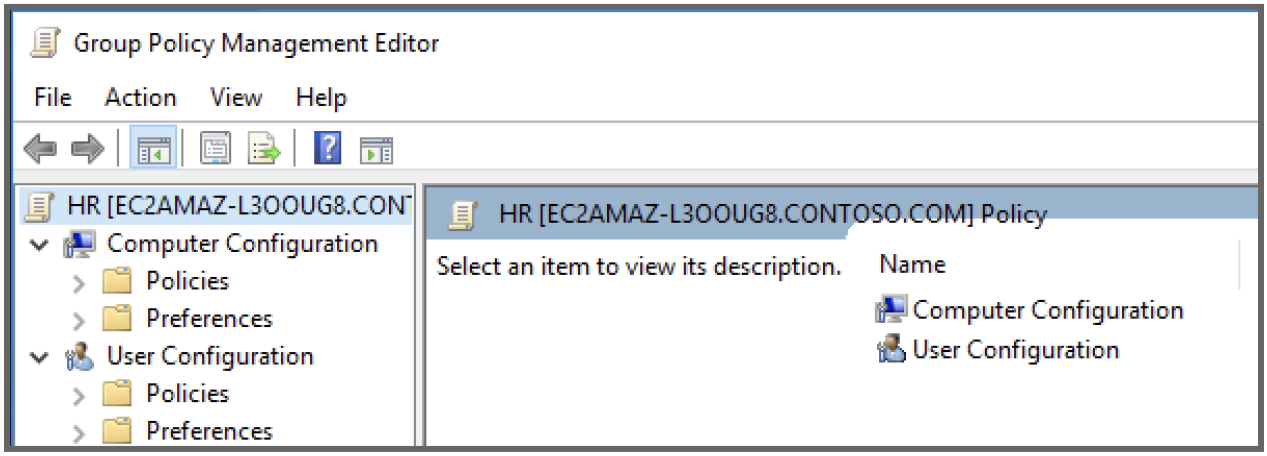
IT Onboarding Runbook

Share Drive Mount Policu

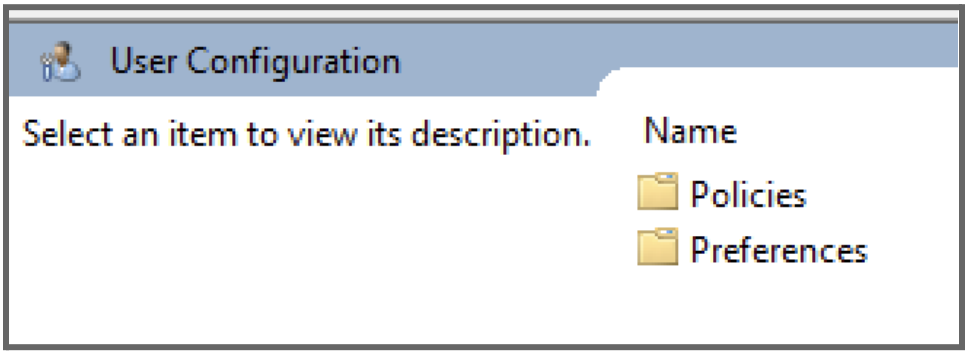
Use the back arrow to get back to the configuration options state. **Double-click “Computer Configuration”** to open to the next stage.



To disable “Run” for the we need to select the **“User Configuration”**. Double click to open to next stage.

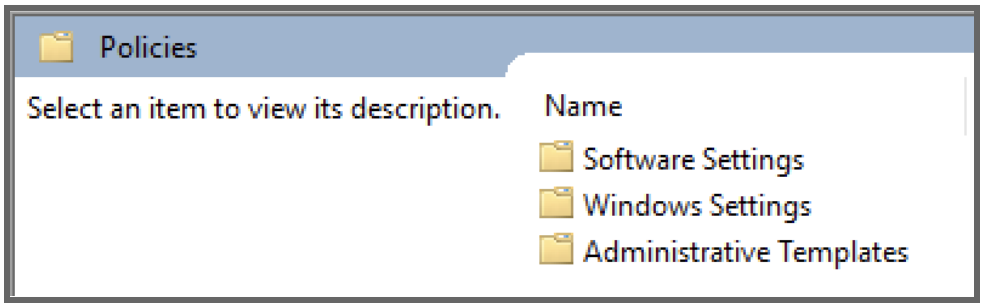


Double click **“Policies”**

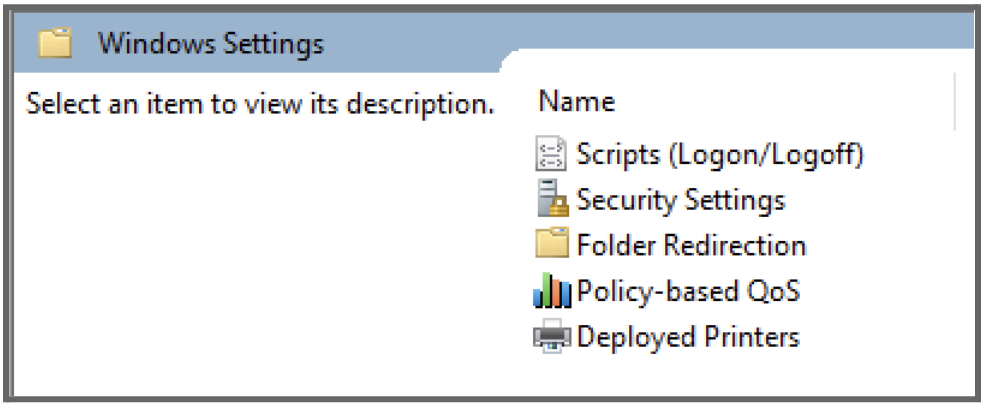


IT Onboarding Runbook

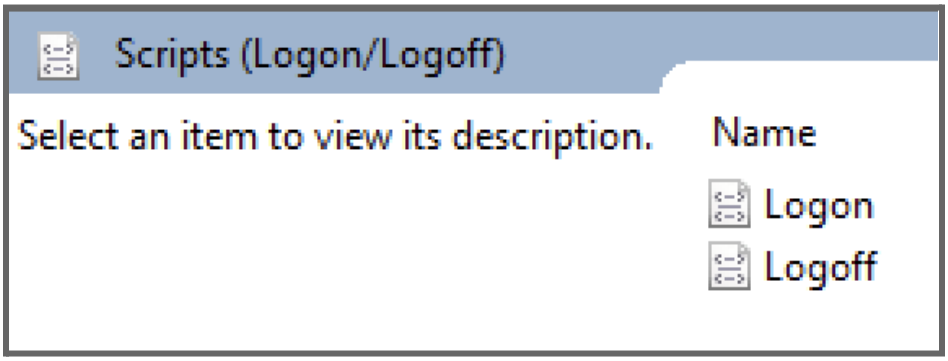
Double click **“Windows Settings”**



Double click **“Scripts Logon/Logoff”**

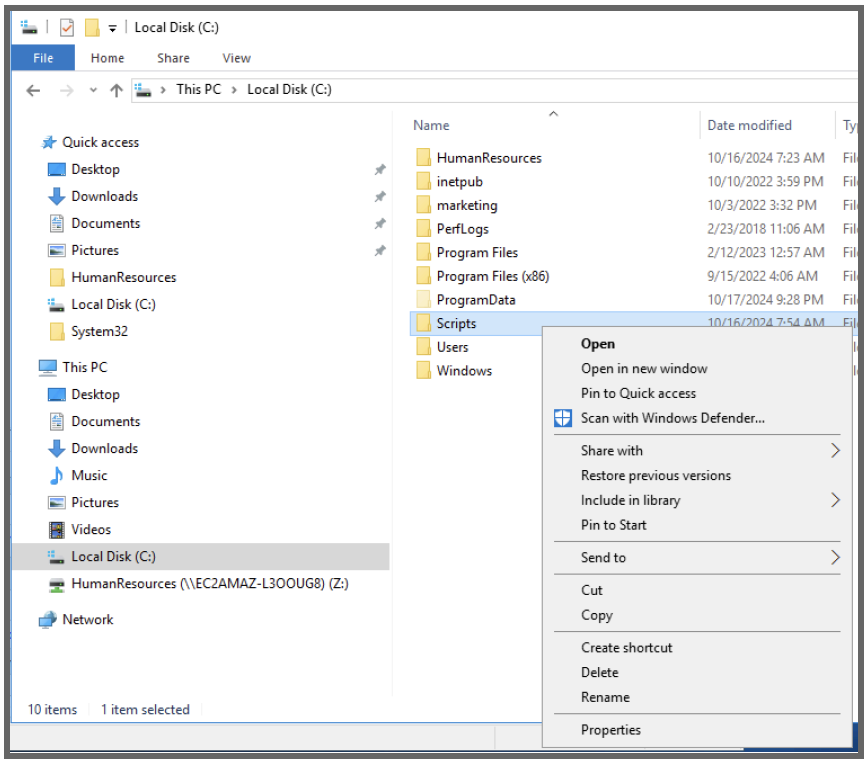


Double click **“Logon”**

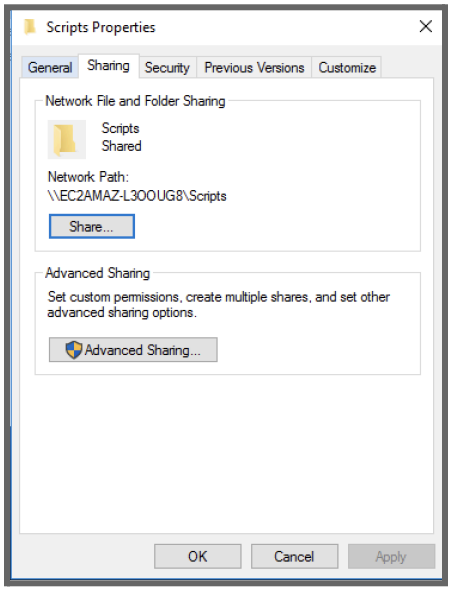


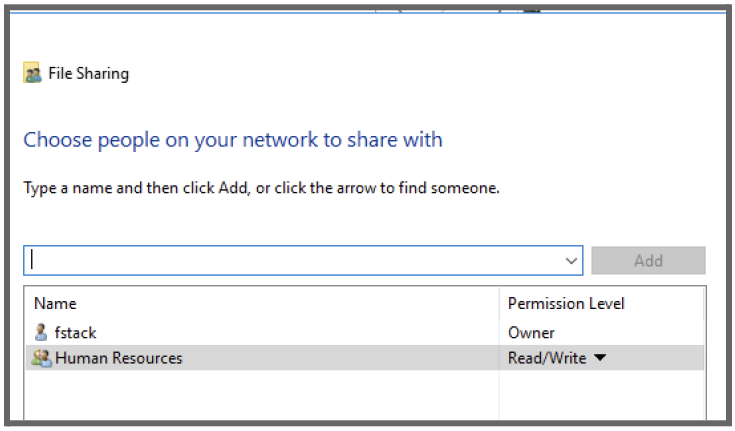
IT Onboarding Runbook

Open Explorer and navigate to the “Local Drive (C:)”. Right-click on the “Scripts” directory. This is where we saved the “mapdrive.bat” script and set the sharing earlier.



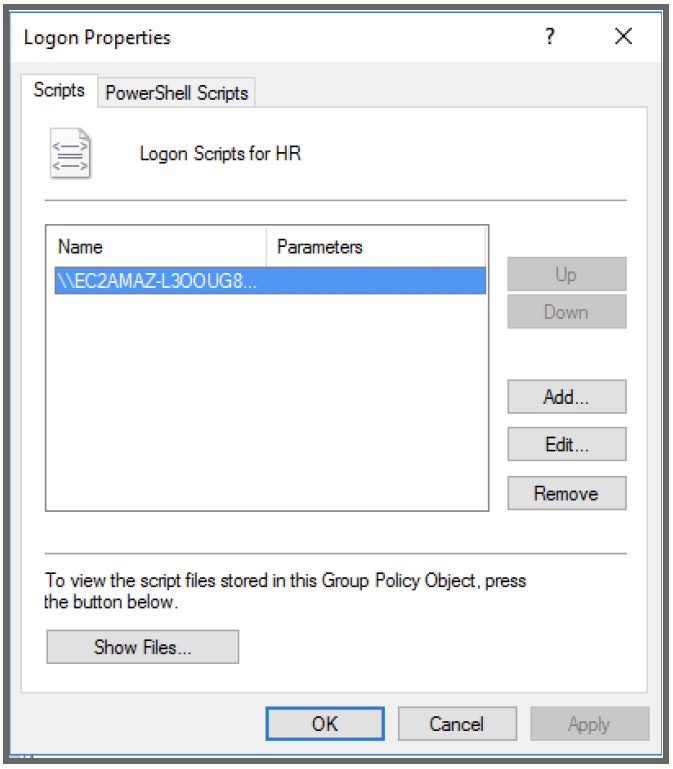
Click on the **“Sharing” tab** and then Click on the **“Share” button.** Double check the “Human Resources” Group has Read/Write permission. Copy the “Network Path:”



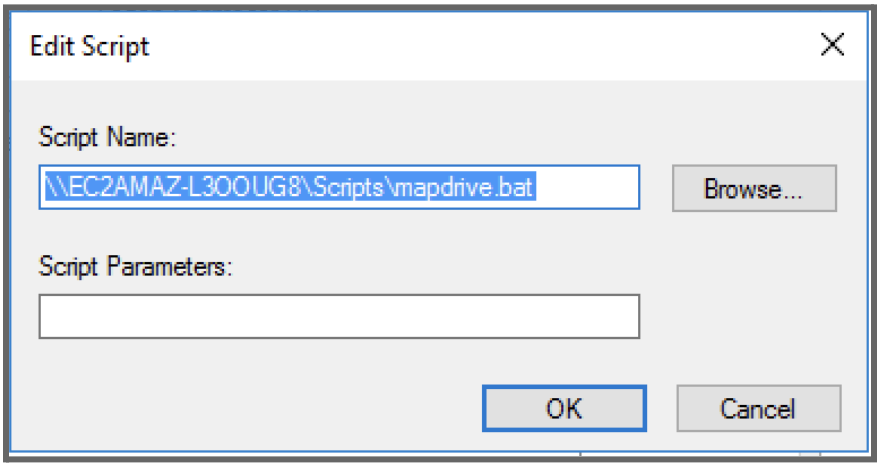


IT Onboarding Runbook

In the Logon Properties check the Name/Parameters list. It is likely it is not linked to the "share" drive (or Human Resources). Click on **Edit.**



In the "Edit Script" paste the copied path from the Scripts directory. You will also need to append the script name itself. In this case **\\EC2AMAZ-L3OOUGB\Scripts\mapdrive.bat.** Click **OK.** And **OK** again in the **"**Logon Properties".

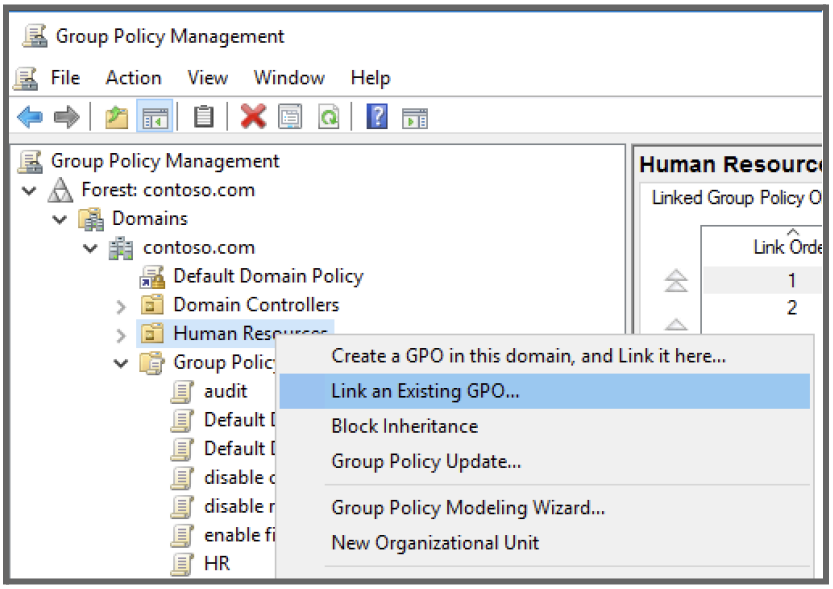


Close the Group Policy Management Editor.

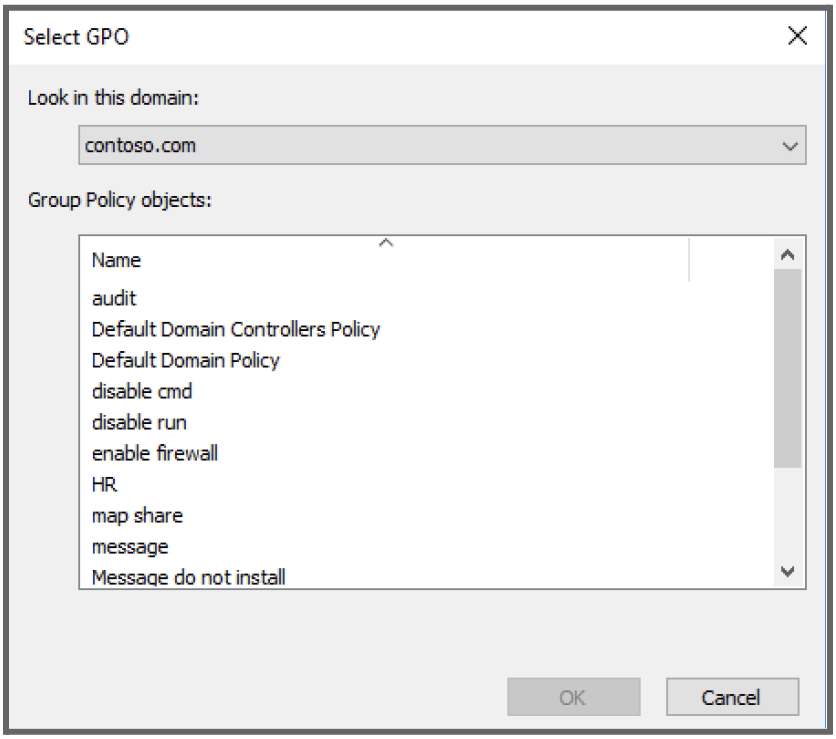
IT Onboarding Runbook

Linking GPO to Organizational Unit

In the Group Policy Management select the **OU** (in this case **“Human Resources”**). Right click > **Link an Existing GPO.**

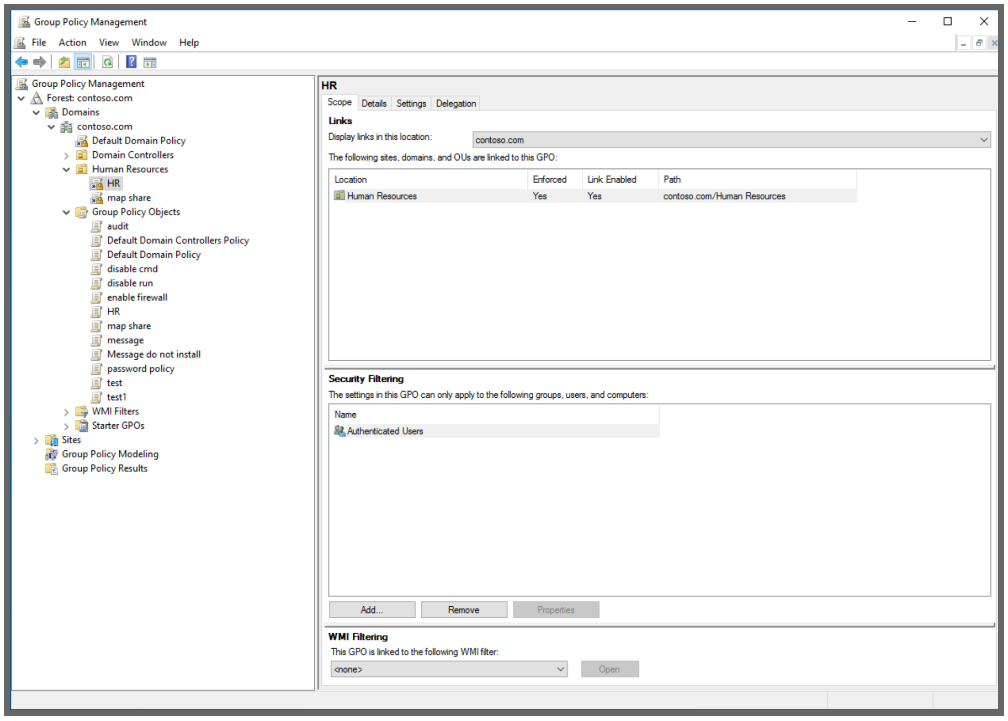


In the “Select GPO” panel under the “Group Policy objects:” select the (respective Group Policy object) **“HR”.** Click **OK.**

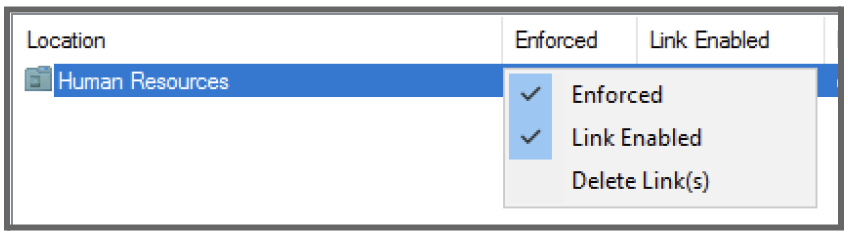


IT Onboarding Runbook

Select the now linked GPO **“HR”**. Doing so reveals Scope, Details, Settings and Delegation. For now we are only really concerned with Scope and Settings.

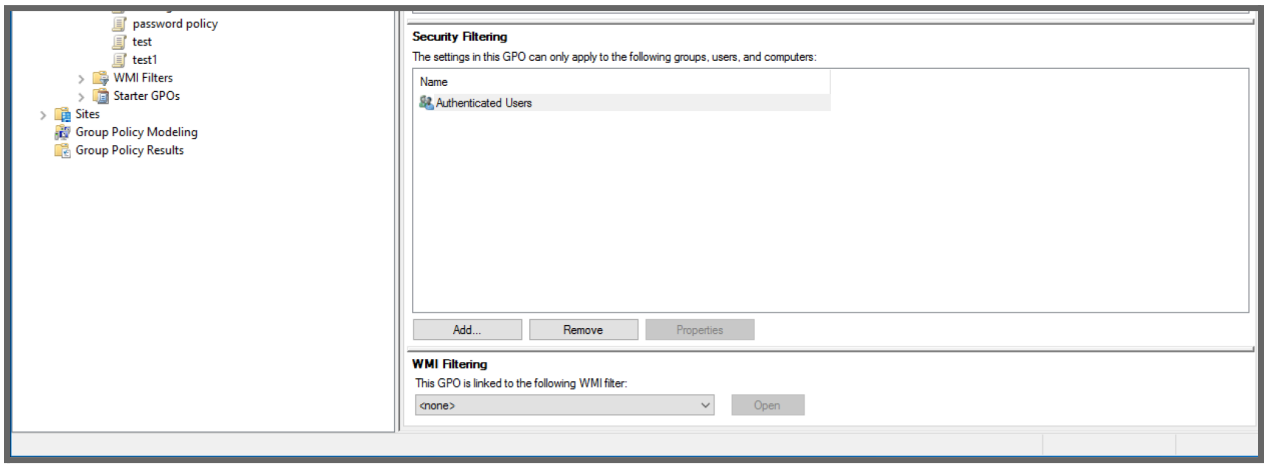


The Scope **Links** block indicates we are Enforcing and Link Enabled. If this were not true we could **right click** on each column value and enable the respective values needed.

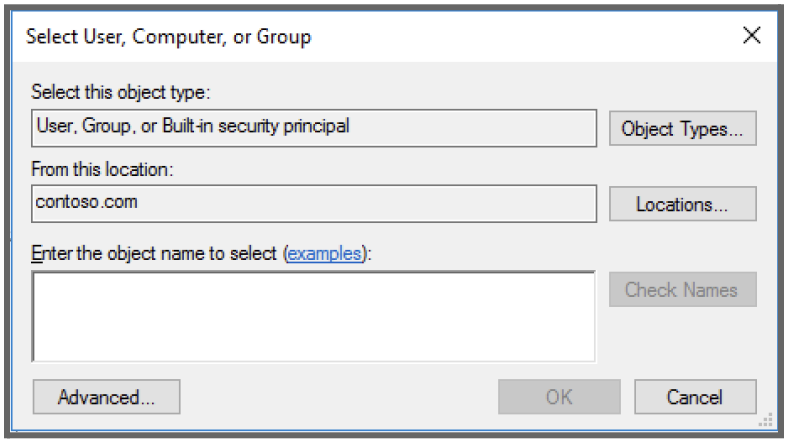


IT Onboarding Runbook

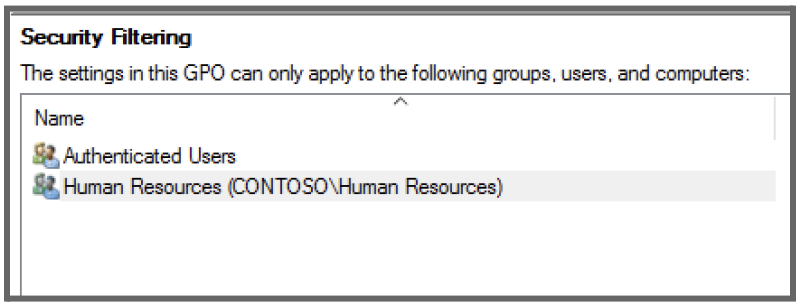
The **Security Filtering** indicates what users are cleared for application. Authenticated Users is a blanketed application. In most cases we would need the User Group added to ensure policy applies only to those in the Group. Here we are going to cover all bases.



Click on **Add**

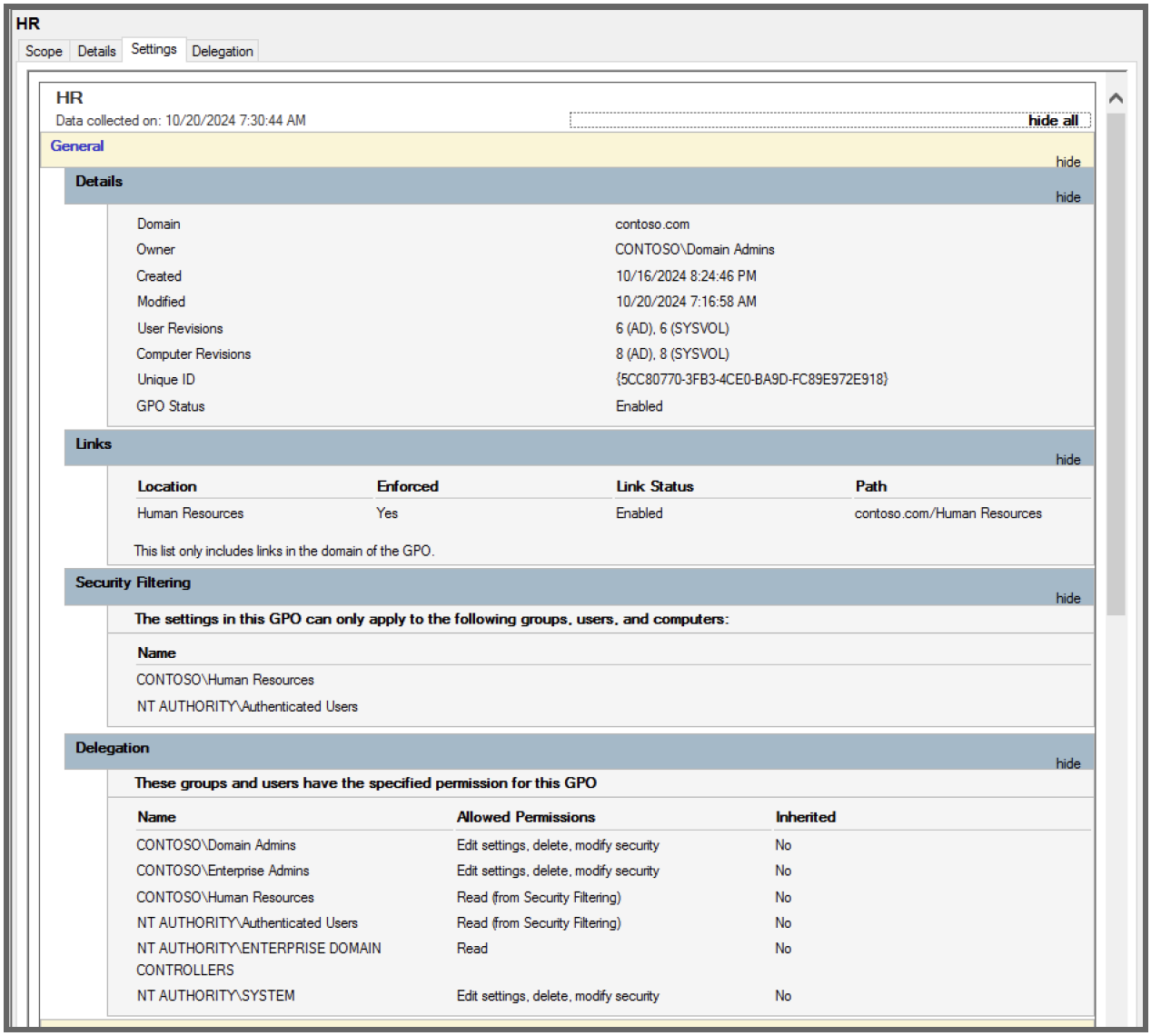


The “Human Resources” group has been applied.



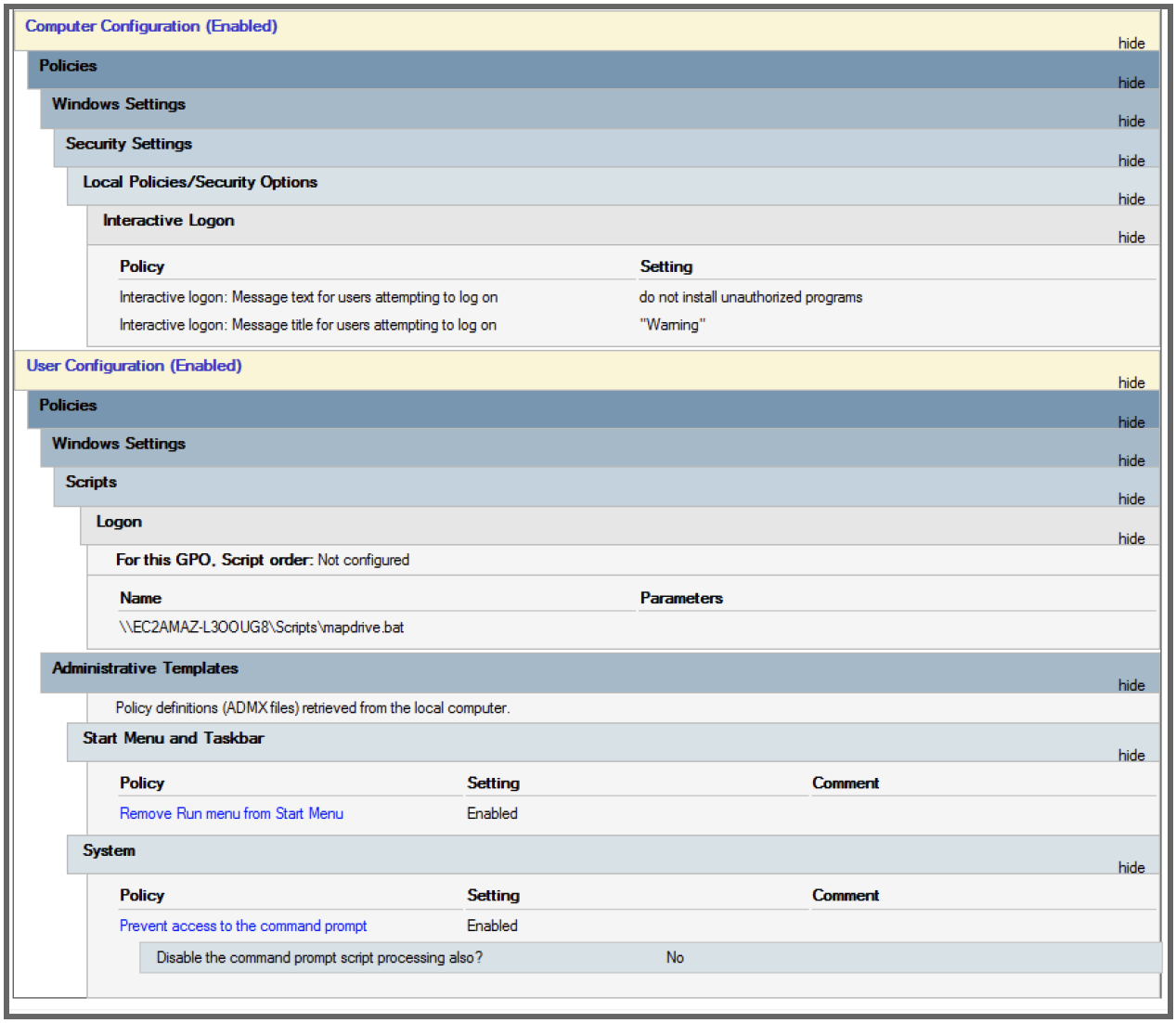
IT Onboarding Runbook

Select the **“Settings”** tab. Click on Show all in the upper right corner above the yellow bar. Note Links values they should match the **“Links”** tab.



IT Onboarding Runbook

If we scroll down we can see the policy and their Configurations at a glance. This is the check down to make sure they are enabled, their associations and the specifics of the policies.



Computer Configuration (Enabled) hide

Policies hide

Windows Settings hide

Security Settings hide

Local Policies/Security Options hide

Interactive Logon hide

Policy	Setting
Interactive logon: Message text for users attempting to log on	do not install unauthorized programs
Interactive logon: Message title for users attempting to log on	"Warning"

User Configuration (Enabled) hide

Policies hide

Windows Settings hide

Scripts hide

Logon hide

For this GPO, Script order: Not configured

Name	Parameters
\\EC2AMAZ-L3OOUG8\Scripts\mapdrive.bat	

Administrative Templates hide

Policy definitions (ADMX files) retrieved from the local computer.

Start Menu and Taskbar hide

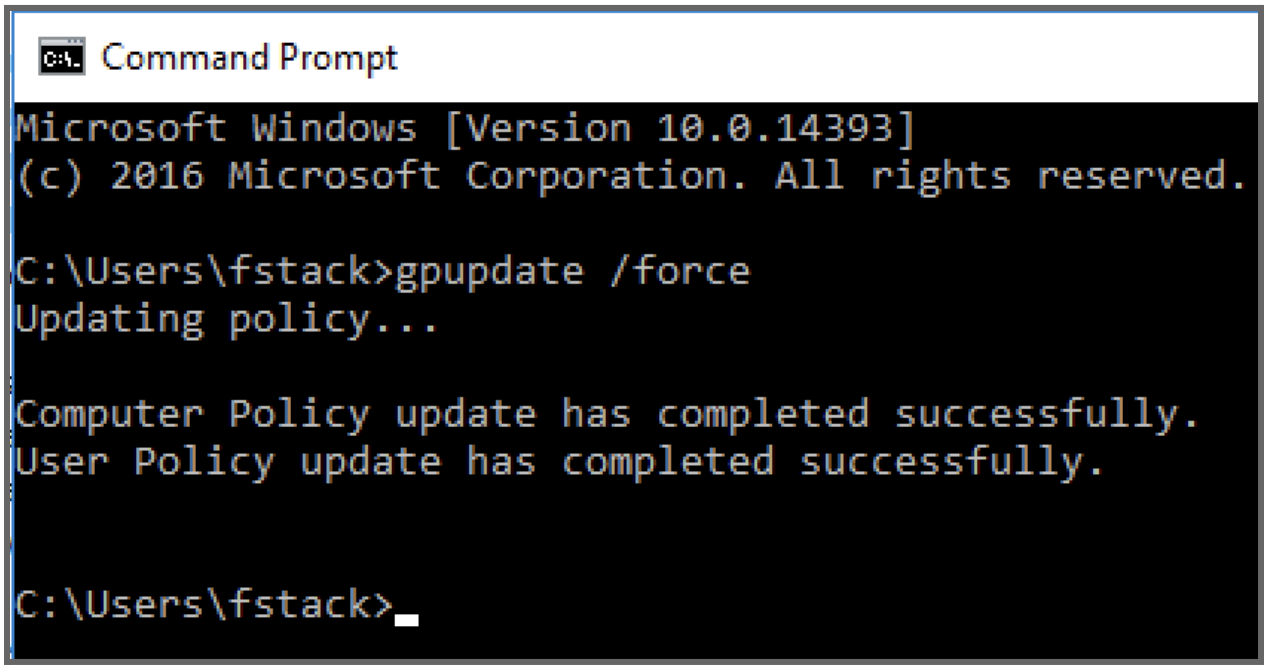
Policy	Setting	Comment
Remove Run menu from Start Menu	Enabled	

System hide

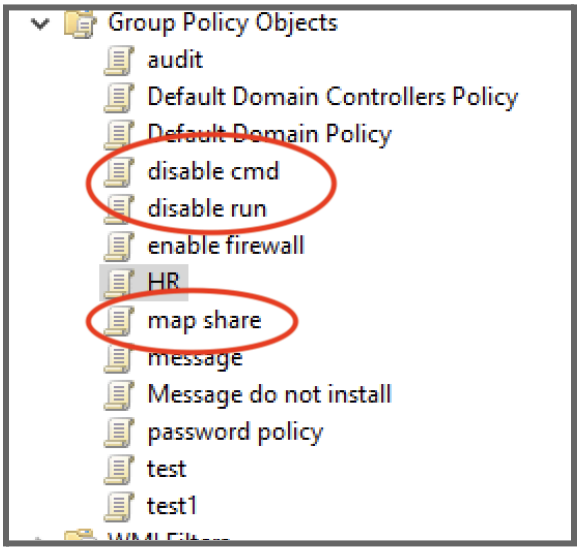
Policy	Setting	Comment
Prevent access to the command prompt	Enabled	
Disable the command prompt script processing also?	No	

IT Onboarding Runbook

To ensure the GPO are pushed we run **gpupdate /force**



***** Reminder the preceding processes are staged out for the sake of clarity. However it should be noted that often times **“disable cmd”** and **“disable run”** and **“map share”** are preset in the “Group Policy Objects”. We would still need to follow the workpaths for each respectively as we did manually. But the shortcuts are already pointed where we need them.*****



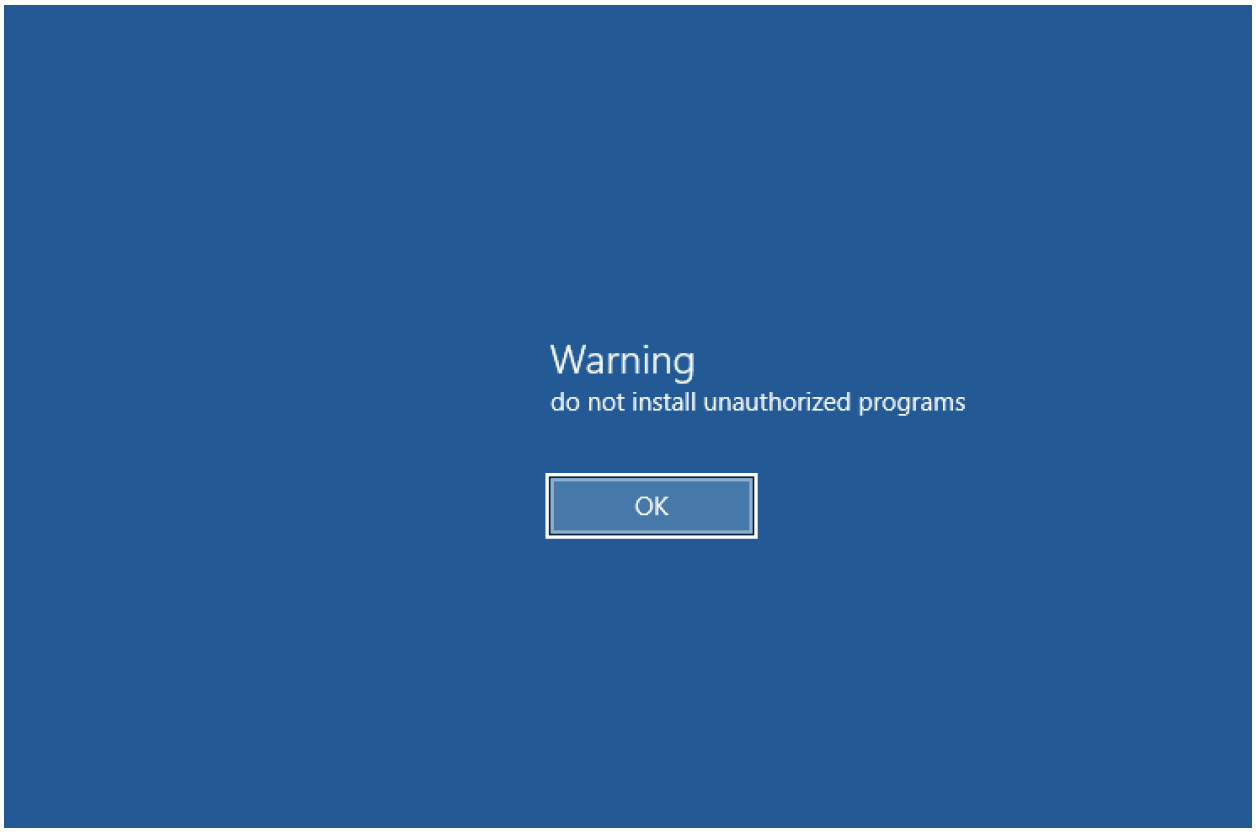
IT Onboarding Runbook

Verification

We need to verify the client machine is responding as we expect.

The machine in this case is the **Desktop-2**

Start up the Desktop-2 machine. This is the first indicator things are working as they should in regard to the **“Warning”** messaging.

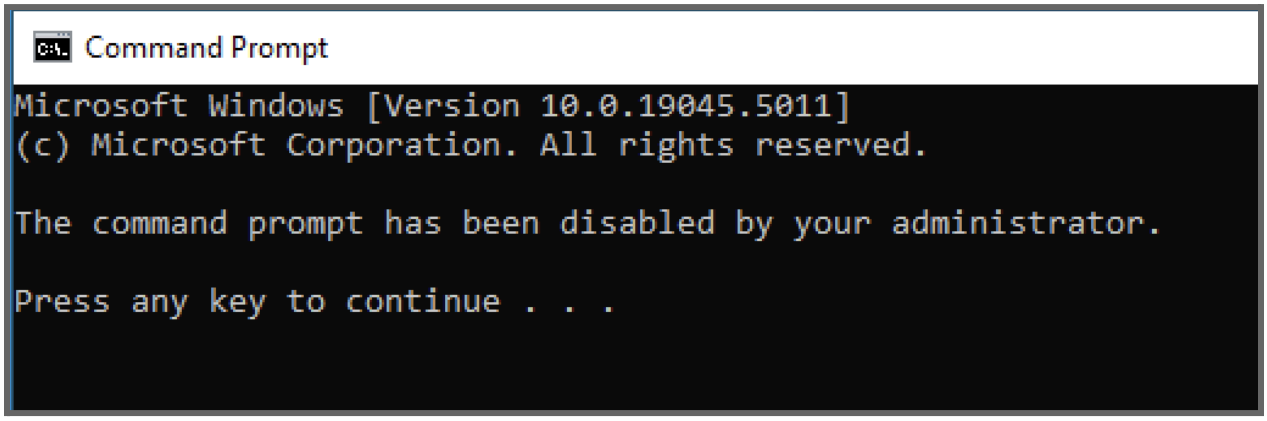


IT Onboarding Runbook

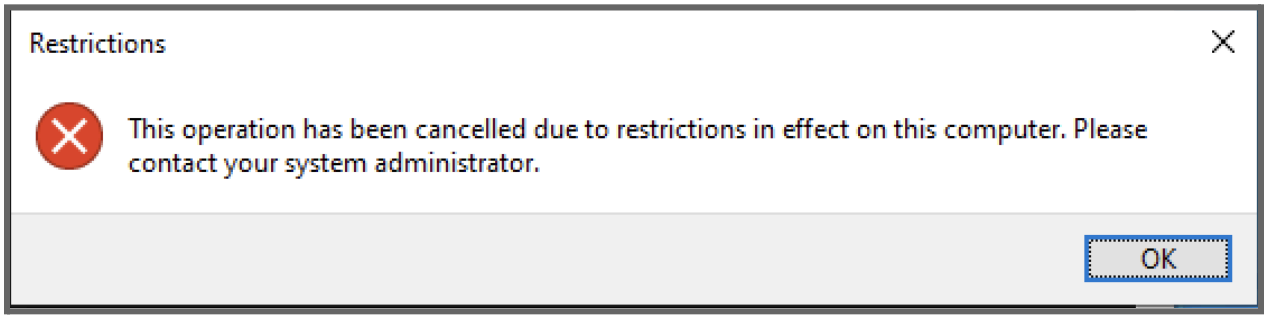
Sign in to with the user (**Vlad**) As we had it set to change password we need to do that.

Password: 12345678 (for sake of assignment)

Try using the CMD/Command Prompt. The following message indicates our **"Disable the Command Prompt"** policy if working as expected.

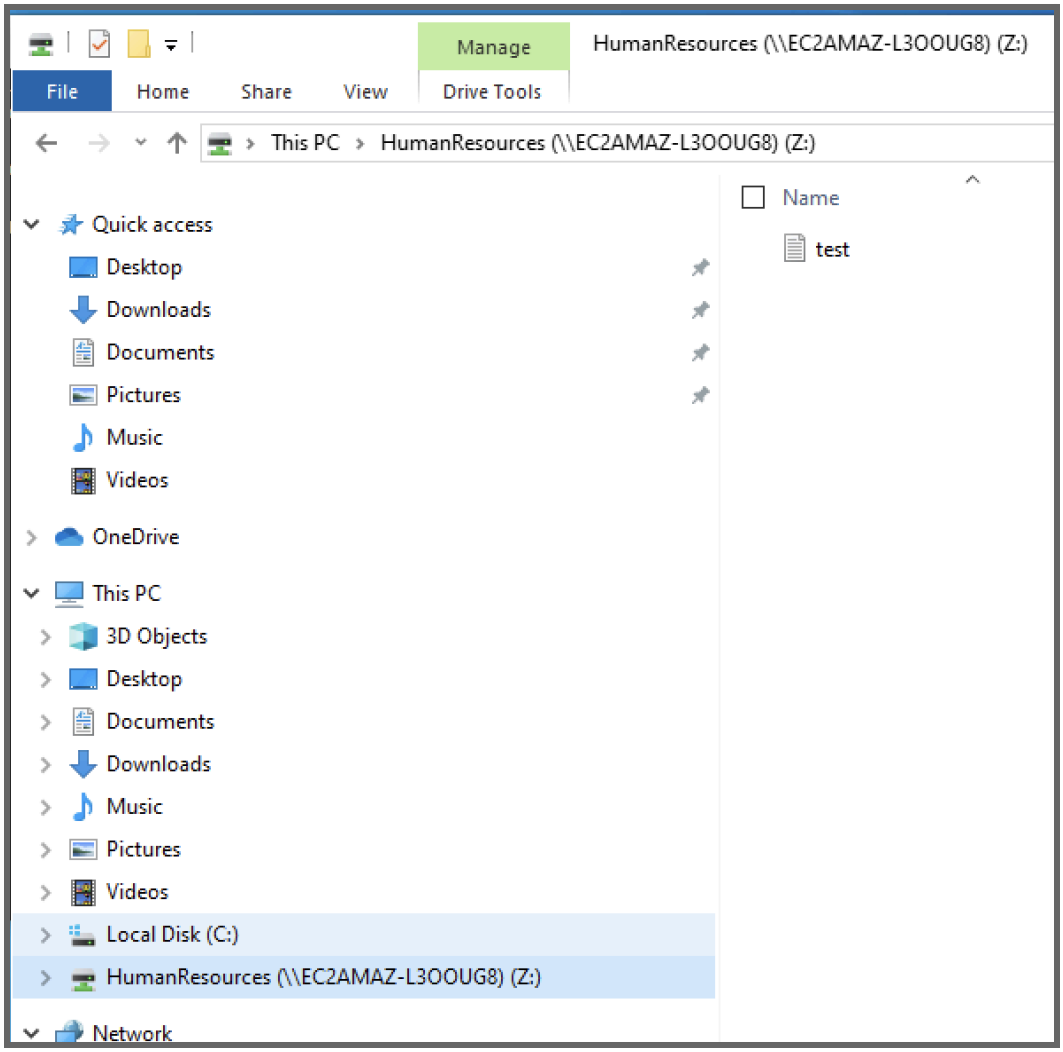


Try using the Run menu. This message indicates our policy is doing as expected.



IT Onboarding Runbook

Lastly we need to verify the Share. Open up the Explorer to verify the **HumanResources(\\EC2AMAZ-L3OOUG8) Z: Drive -** is available

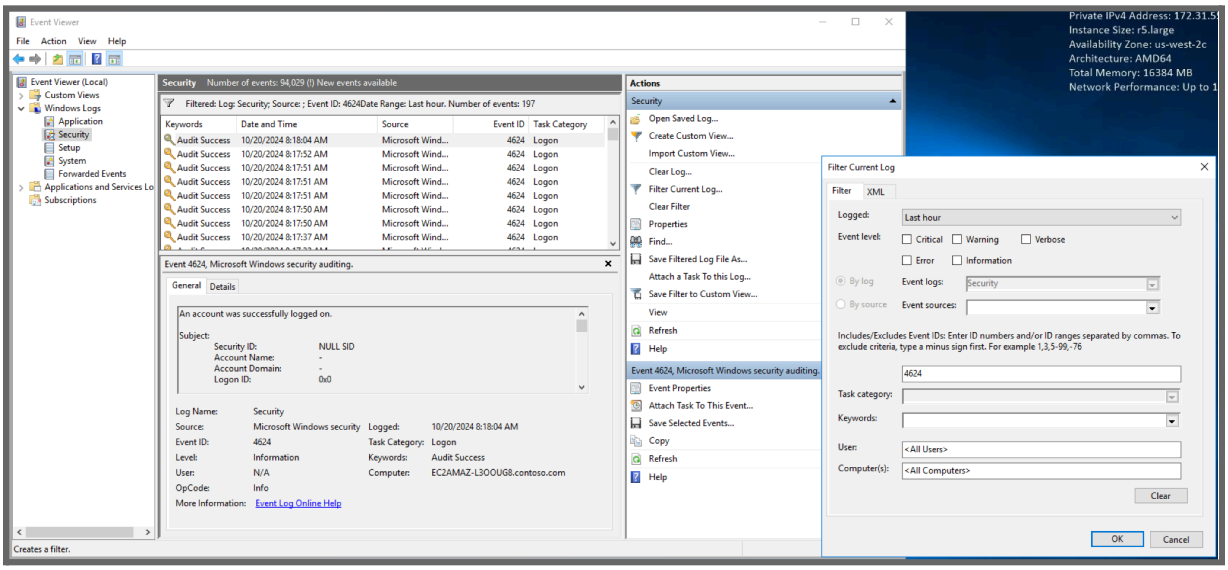


IT Onboarding Runbook

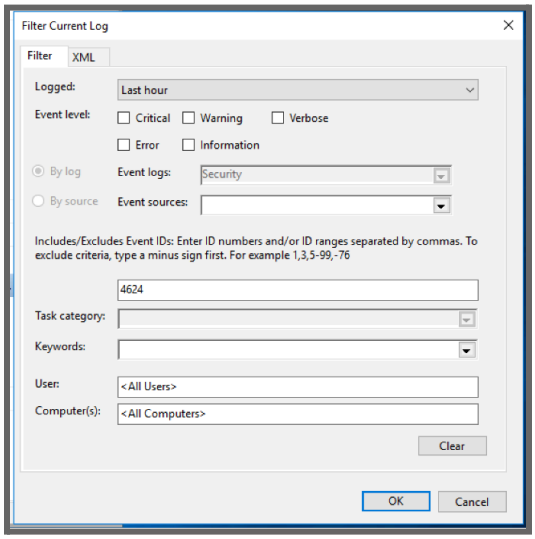
EVENTS VIEWER CHECK

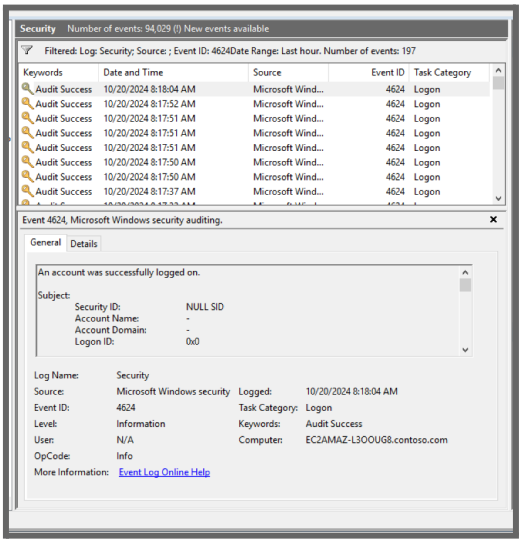
LOGON to
Administrator Pa$$w0rd

EVENTS VIEWER



Event “4624”





User logged on at 10/20/2024 8:18:04 AM based on Machines time. Which by indications is coming from China. Within that region.

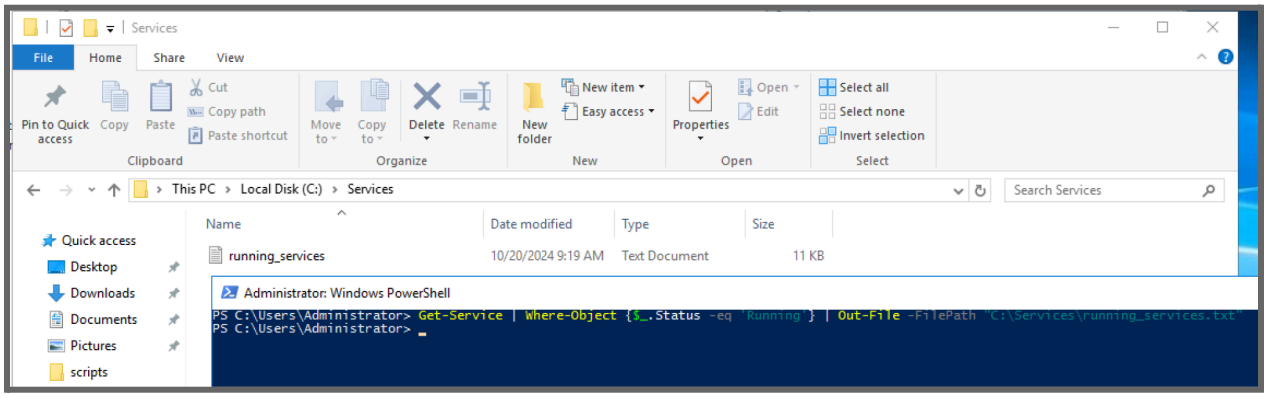
IT Onboarding Runbook

POWERSHELL LATEST PROGRAM

```
PS C:\Users\Administrator> Get-WmiObject -Class Win32_Product | Sort-Object -Property InstallDate -Descending | Select-Object -First 1

IdentifyingNumber : {5A6DED90-DBEF-47F5-AAAB-915E6447CA58}
Name              : Amazon SSM Agent
Vendor            : Amazon Web Services
Version           : 3.2.582.0
Caption           : Amazon SSM Agent
```

IdentifyingNumber : {5A6DED90-DBEF-47F5-AAAB-915E6447CA58}
Name : Amazon SSM Agent
Vendor : Amazon Web Services
Version : 3.2.582.0
Caption : Amazon SSM Agent



Get-Service | Where-Object {$_.Status -eq 'Running'} | Out-File -FilePath "C:\Services\running_services.txt"