

To create a new Domain User:

Click Start and select “RUN”

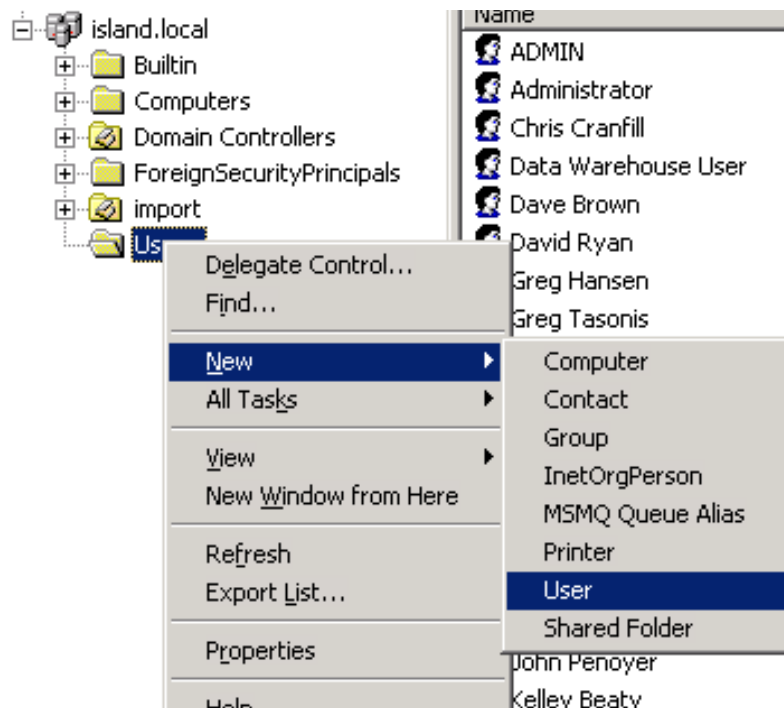
Type “dsa.msc” to launch the Active Directory Users and Computers window, or you can Select Start/Administrative Tools/Active Directory Users and Computers.



From the Active Directory Users and Computers window select “Users”



You can select “create user” icon from the tool bar, or you can Right Click Users from the menu on the left and select New/User.



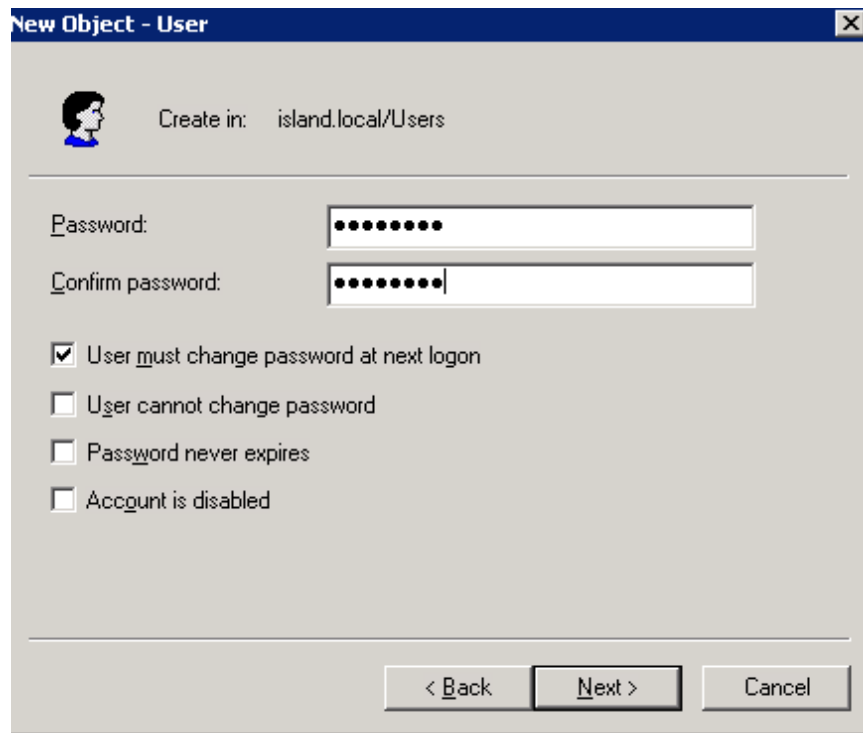
Fill in First and Last Name, enter a user login name and then select “Next”

The 'New Object - User' dialog box is shown. It has a title bar with a close button. Below the title bar is a user icon and the text 'Create in: island.local/Users'. The form contains the following fields:

- First name:** Jane
- Initials:** (empty)
- Last name:** Doe
- Full name:** Jane Doe
- User logon name:** jane.doe
- Domain suffix:** @island.local (selected from a dropdown)
- User logon name (pre-Windows 2000):** ISLAND\jane.doe

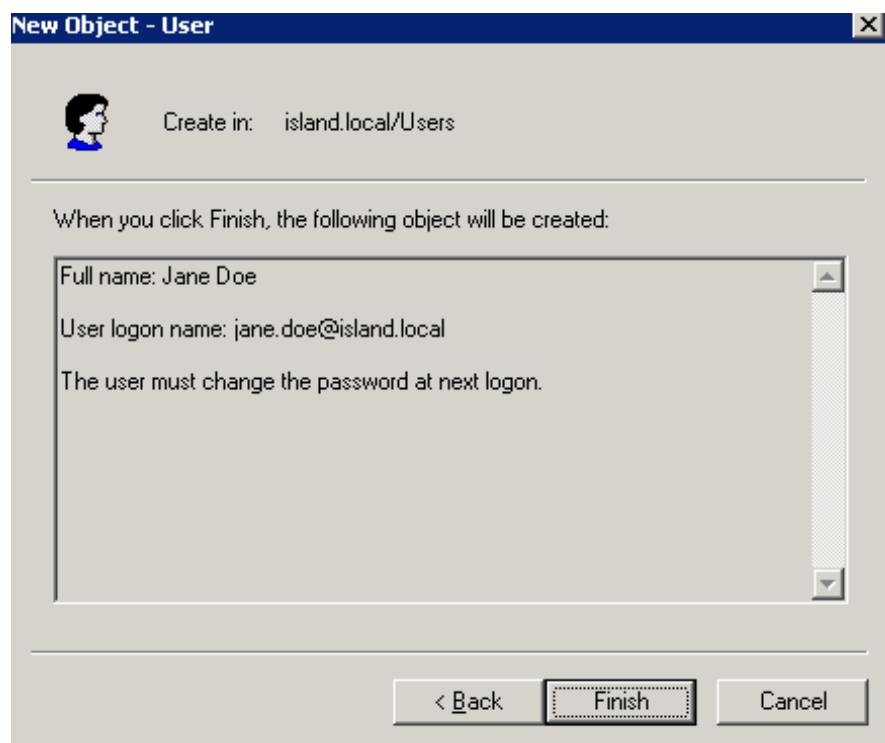
At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

Enter temporary password and verify that the “User must change password at next login” box is checked.



The "New Object - User" dialog box is shown. It has a title bar with a close button. Below the title bar is a user icon and the text "Create in: island.local/Users". There are two password input fields: "Password:" and "Confirm password:", both filled with dots. Below these are four checkboxes: "User must change password at next logon" (checked), "User cannot change password" (unchecked), "Password never expires" (unchecked), and "Account is disabled" (unchecked). At the bottom are three buttons: "< Back", "Next >", and "Cancel".

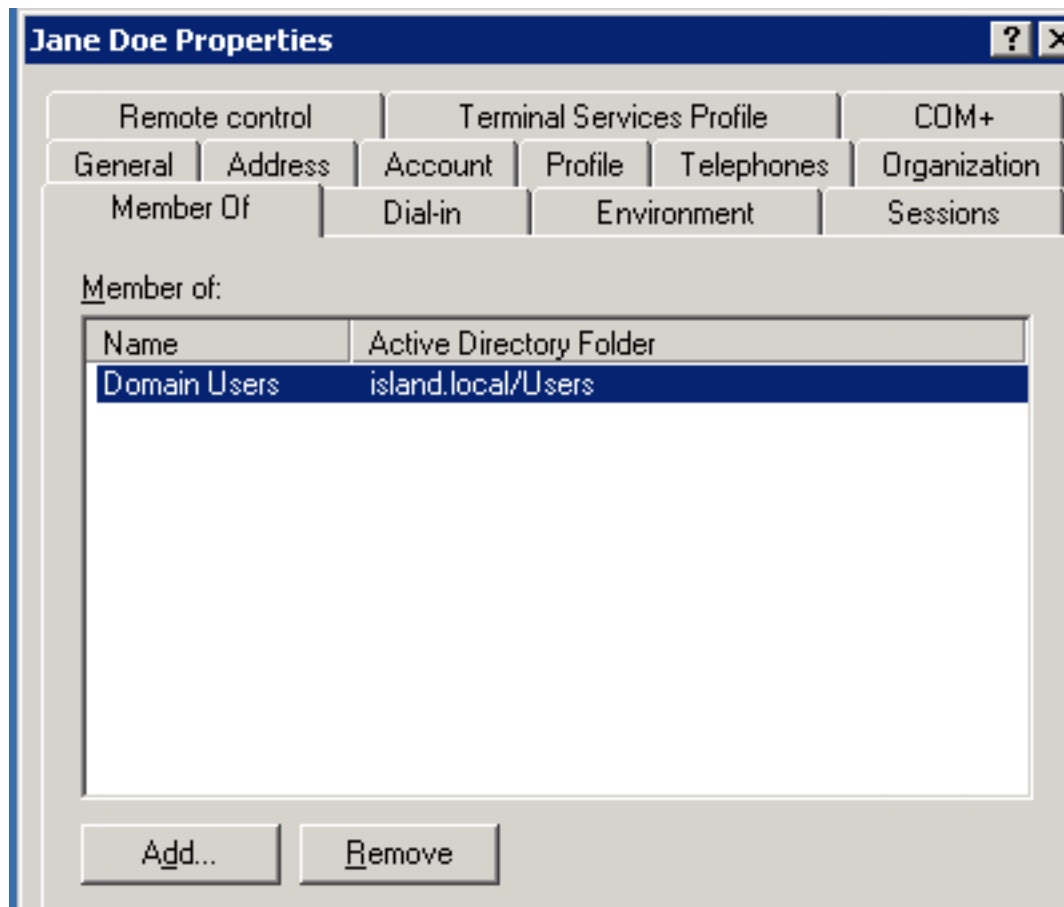
Verify new user info and select "Finish". A new users is created.



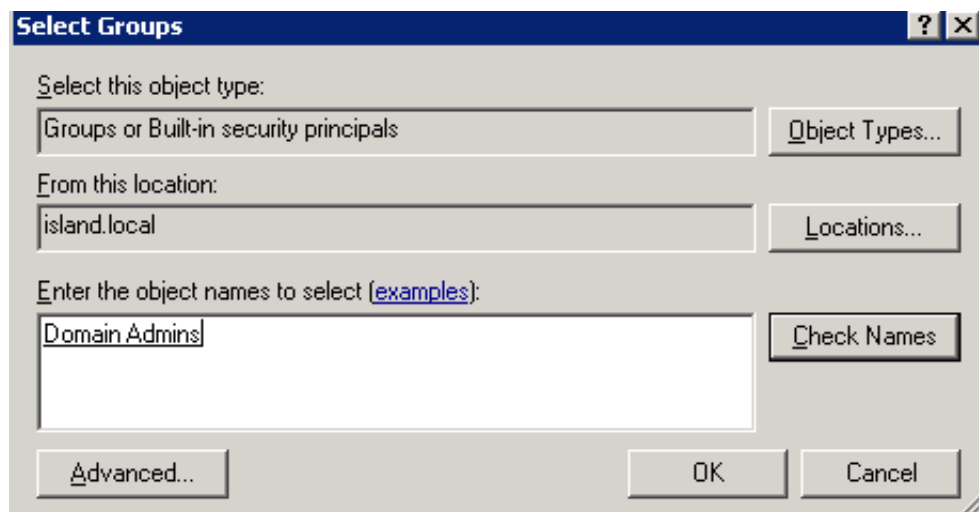
The "New Object - User" dialog box is shown in a summary state. It has a title bar with a close button. Below the title bar is a user icon and the text "Create in: island.local/Users". Below this is the text "When you click Finish, the following object will be created:". There is a large text area containing the following information: "Full name: Jane Doe", "User logon name: jane.doe@island.local", and "The user must change the password at next logon.". At the bottom are three buttons: "< Back", "Finish", and "Cancel".

To change permission of the new user, find the user that was created and double left click on user.

Select "Member Of" tab from the users properties.  
Then select "Add"



Type in part of the group you want to assign the new user to and then click “Check Name”



Select “OK”

The user has now been created and the permissions have been updated. User can now login to the domain and will have to change the password on first login.