# Microsoft Dynamics AX: Create and Assign a New Employee

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| 1. | Navigate to <https://axportal.companyname.com/>. |
| 2. | Sign in with companyname\ as domain. Example:   * **User name**: companyname\jsmith * **Password**: [Same password as used with Windows log in] |
| 3. | Click **PRD > AXPRD**. |
| 4. | On the **Open with**… message, click **Okay**. |
| 5. | On the **RemoteApp** message, click **Connect.** |
| 6. | Enter the same password used to log in and click **OK**. |
| 7. | In AX, navigate to **DHI > Human resources > Common > Workers > Workers**. |
| 8. | On the **Worker** tab, click **Hire new worker**. |
| 9. | Within the **Create new worker** form, complete:   * **First name**: * **Last name**: * Select **Legal entity** DHI * Select **Personnel action Type** Standard |
| 10. | Click **Continue**. |
| 11. | On the **Worker action** box, click **Complete**. |
| 12. | In the Infolog box, click **Close**. |
| 13. | In the **Worker action** box, click **Close**. |
| 14. | Navigate **DHI > System Administration > Users > Users**. |
| 15. | On the Users tab, click Import. |
| 16. | From the Import Wizard, click **Next**. |
| 17. | On the **Select Users to import from Active Directory** form, fill in the following fields:   * Select **Search for AD user groups** * In the **Domain name** menu, select **duluthtrading.com** * In the **Display name** field, input **AX\_users** |
| 18. | Click **Next**. |
| 19. | Select the user to be imported and click **Next**. |
| 20. | On the **Select users** screen, click **Next**. |
| 21. | On the **Select roles** screen, click **Next**.  *Note*: we don’t assign these roles. The roles will be assigned by the controller. |
| 22. | On the **Select profile** screen, select **No profile in all companies** and click **Next**. |
| 23. | Click **Finish**. |
| 24. | In AX, navigate **DHI > System administration > Common > Users > Users**. |
| 25. | Select the user. |
| 26. | On the **Users** tab, click **Edit**. |
| 27. | In the **Default company** menu, select **DHI**. |
| 28. | On the **Users** tab, click **Relations**. |
| 29. | In the **User relations** window, click **New**. |
| 30. | In the **Person** menu, select the user. *Note*: Click **Name** to sort names alphabetically. |
| 31. | In the **User relations** window, click **Close**. |
| 32. | From the **User ID** window, click **Close**. |