Amhara Bank Share Company IT Staff Runbook

Join a Windows 10 PC or Device to a Domain

Date	May 27, 2022 [Ginbot 19, 2019]
Purpose	Runbook for Join a Windows 10 PC to a Domain
Version	0.2
Prepared by	Muluneh Bezabh

Given

Computer Name and User name standard for AD client PC.

Computer Name Standard	Example **ADDPC1**, **Green Addis Abeba Branch,** Black Specific PC id Therefore, first three alphabets of the branch will be PC tag. Example 2 If the Branch is in Bahir Dar the pc name will be BAHPC1, BAHPC2. Etc. If the Branch is in 4kilo the pc name will be ARAPC1, ARAPC2. Etc.
Username Standard	If the User name is Abebe Kebede The user account will be abebe.kebede Or Use corporate email Address
Local Computer Administrator Account:	Create User Name: ITSupport (Administrator Account) Assign Password: ItSupp0rT Attention: ITSupport user is for LOCAL Computer Admin user Built in Administrator account must be Disabled

Step 1 – **Rename PC As per given Standard**

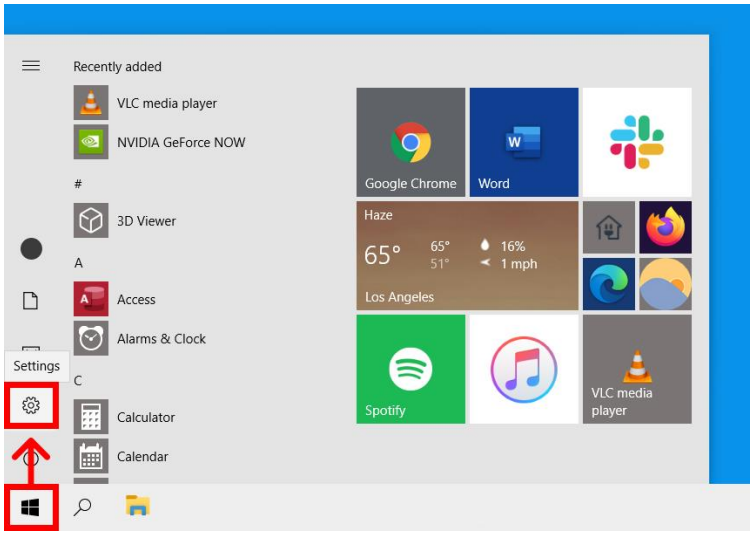
1. Select **Start** > **Settings** > **System** > **About**.
2. Select **Rename this PC**.
3. Enter a new name and select **Next**. You may be asked to sign in.
4. Select **Restart now** or **Restart later**.

Step 2 – **Configure wired DNS IP Properties of my computer**

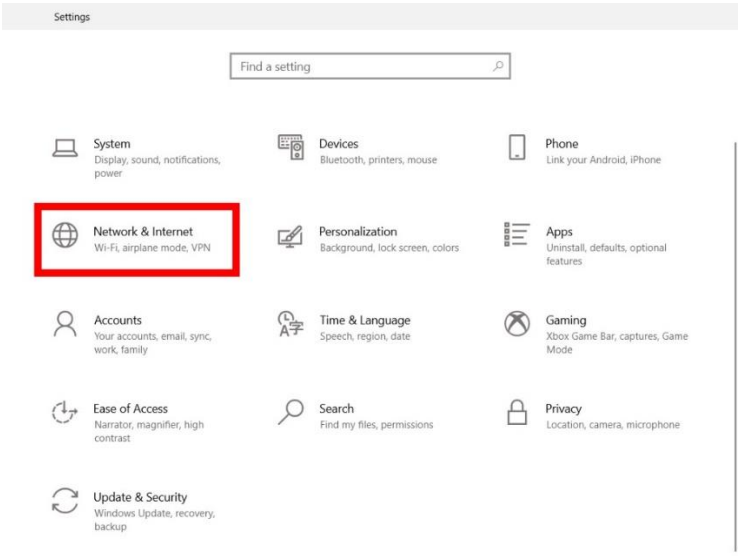
To change your DNS server on a Windows 10 computer, go to Settings > Network & Internet > Change Adapter Settings. Then right-click a connection and select Properties > IPv4 > Properties. Finally,select Use the following DNS server address.

Step 3 – **Open the Windows Start Menu.**

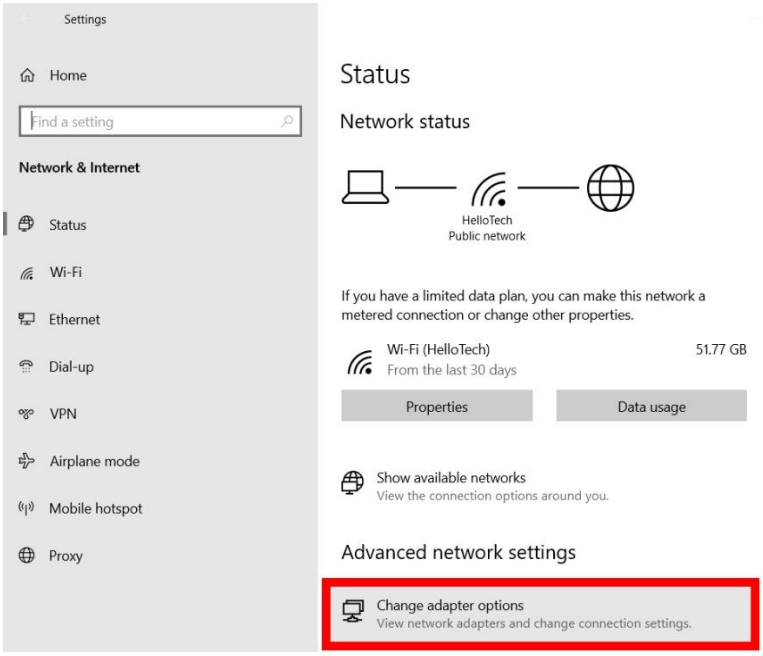
1. **Then click Settings.**



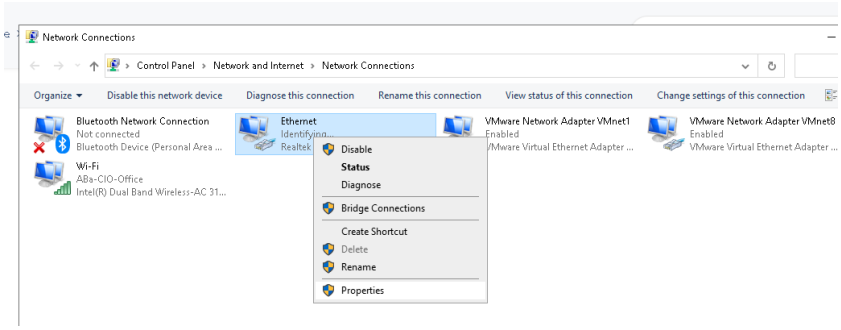
2. **Next, select Network & Internet**.



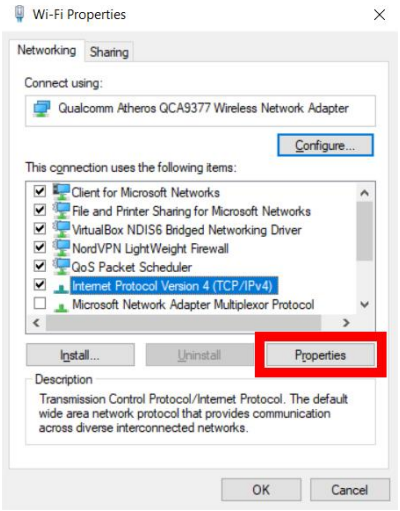
3. **Then click Change adapter options.**



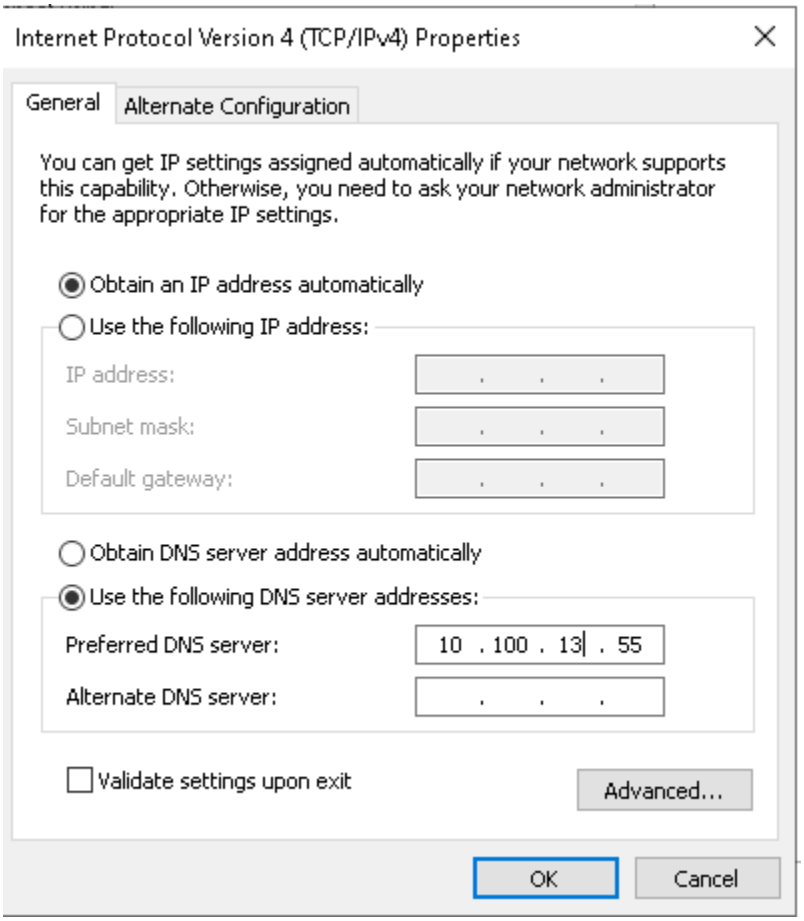
4. **Right-click on the connection Ethernet**.
5. **Then select Properties**



6. **Next, select Internet Protocol Version 4 (TCP/IPv4).**
7. **Then click Properties.**

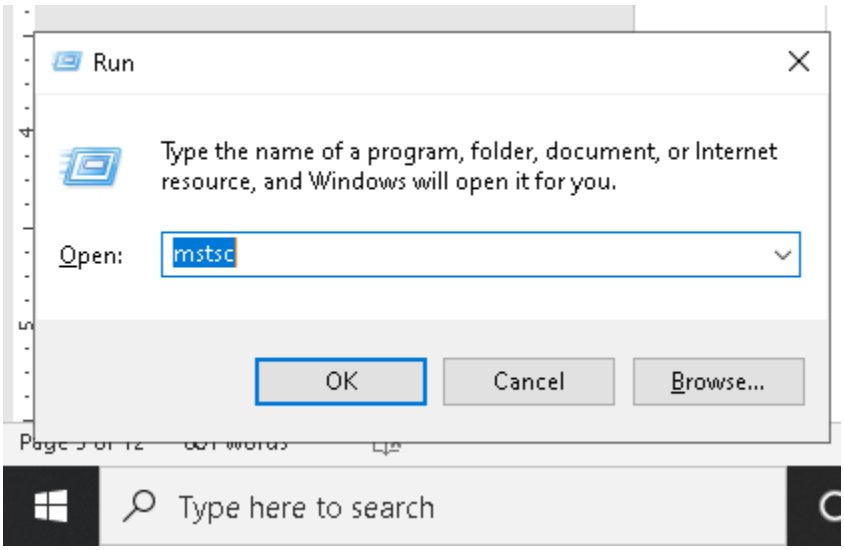


8. **Next, click the radius next to Use the following DNS server addresses.**
9. **Then enter a new DNS address**.
10. **Finally, click OK.**

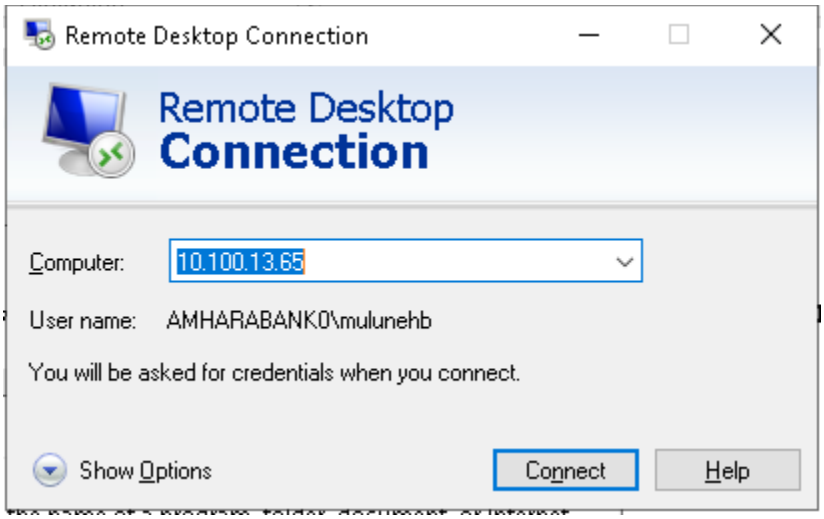


Create Active Directory Users

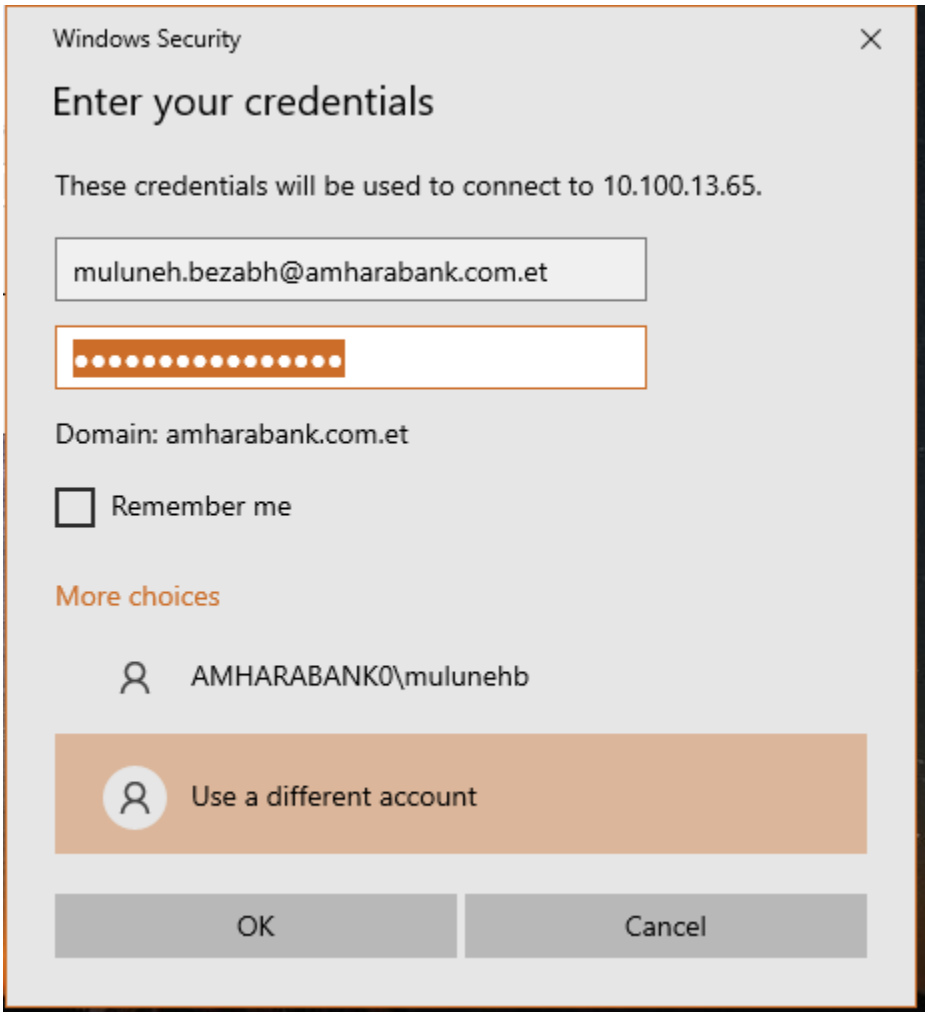
Step 1 – Press window + R Key type **mstsc** in the run dialog box and click on **OK**



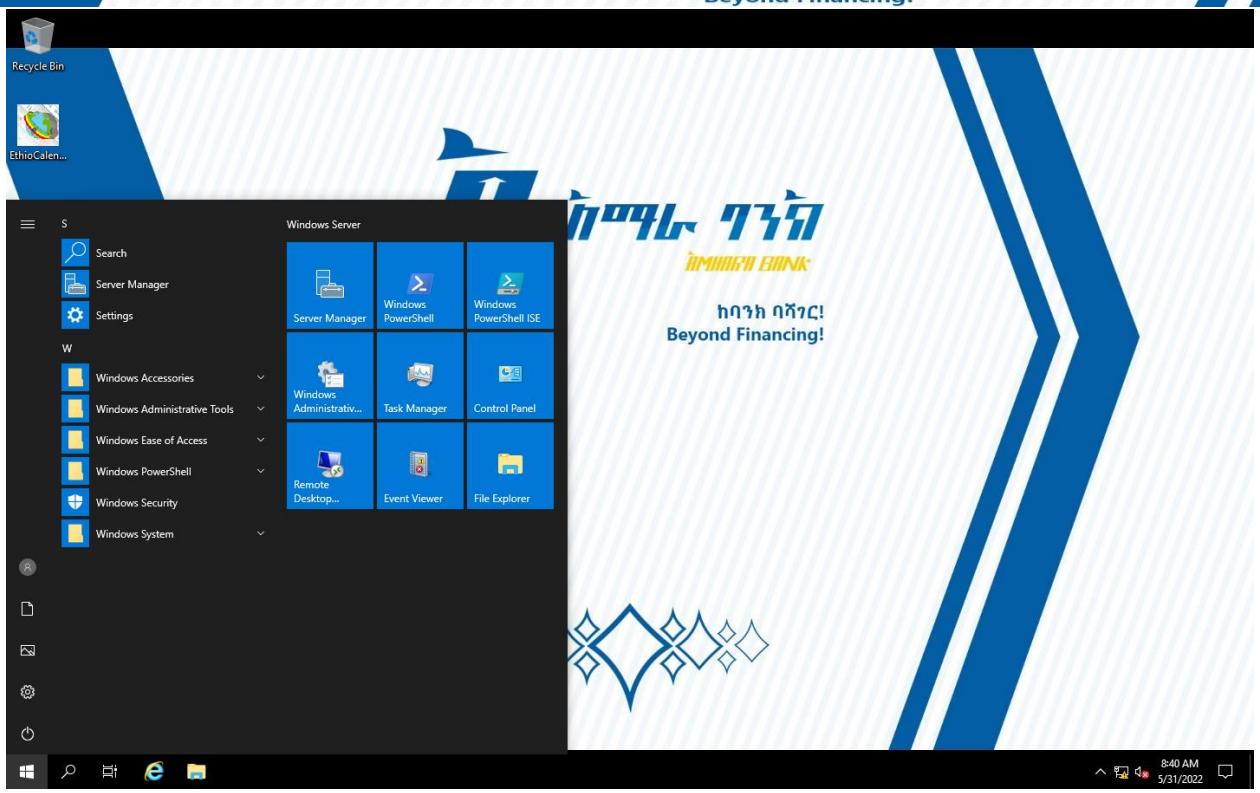
Step 2 – The remote desktop connection dialog box will appear. In Computer text box type the domain controller IP address **10.100.13.65** and click on **Connect**



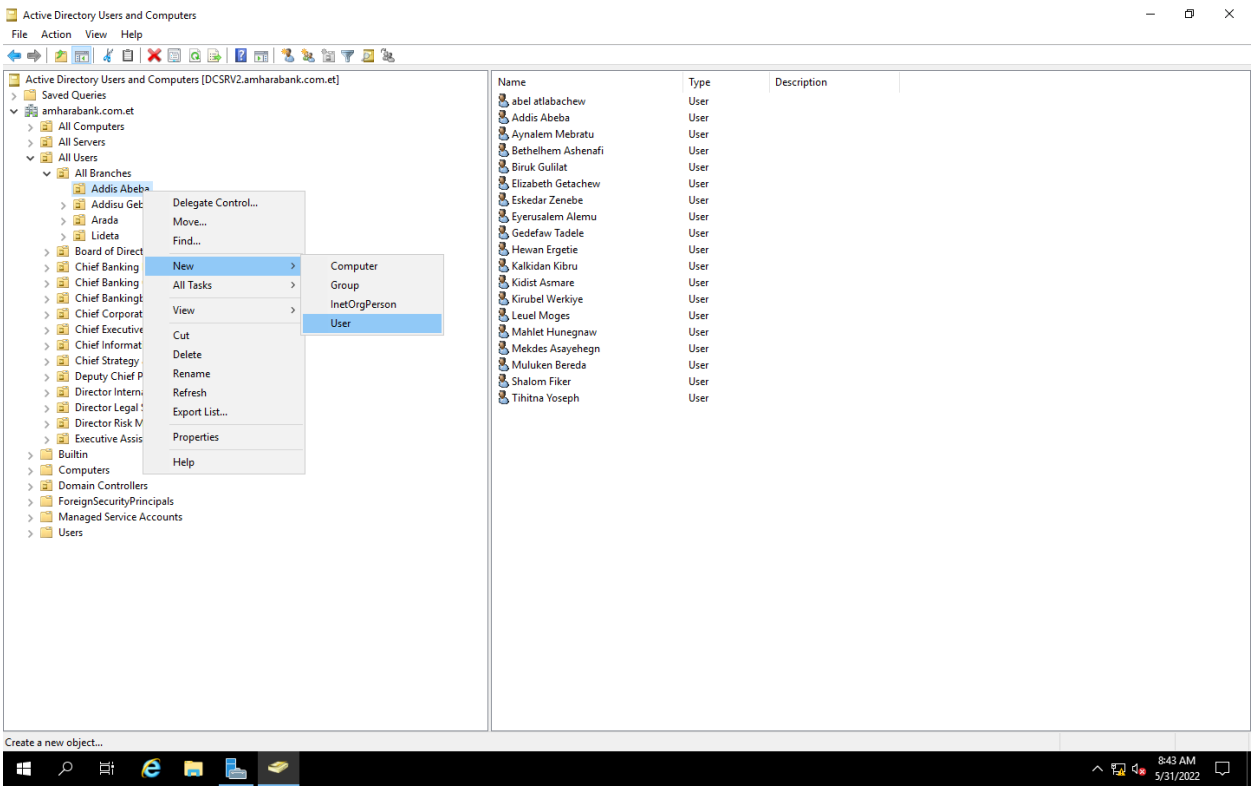
Step 3–Type your user name and password as shown bellow and click on **OK**



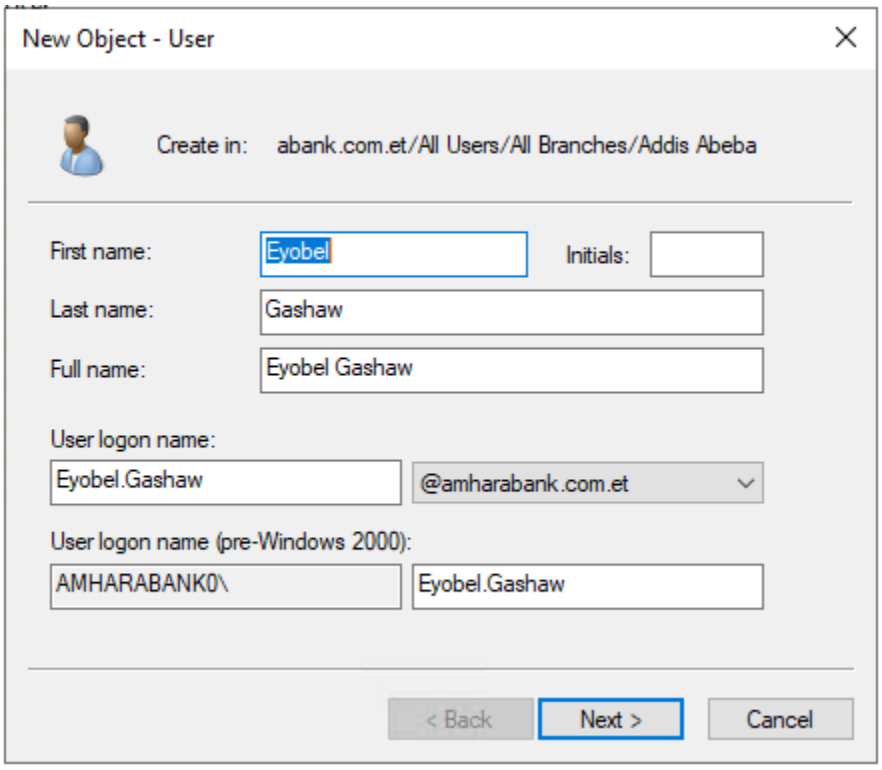
Step 4–Open the **Server Manager click on start > Server Manager**, go to the **Tools** menu and select **Active Directory Users and Computers** as shown below:



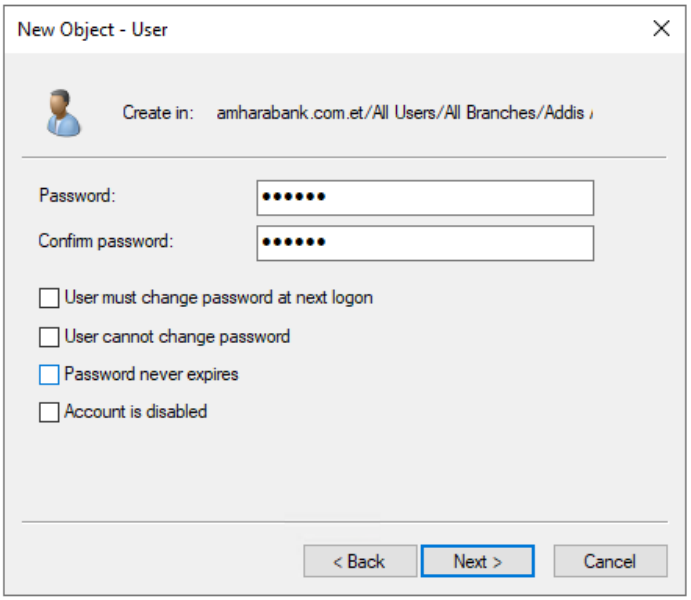
Step 2 – Right-click on the **All Users > All Branches > Right Click on The branch Name**. You should see the following page:



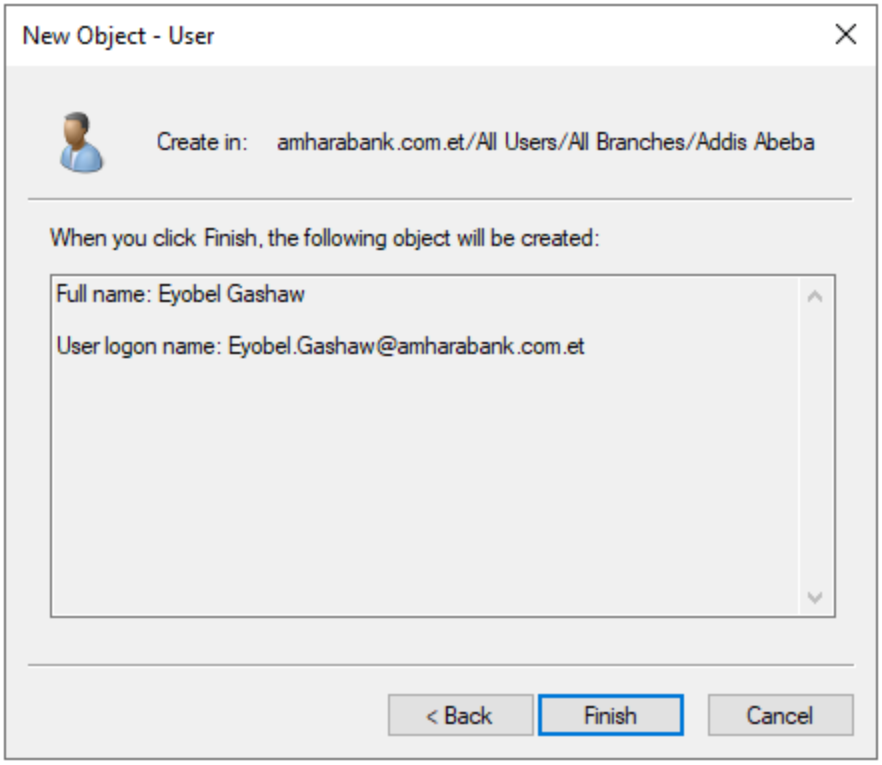
Step 3 – Click on the **New** => **User**. You should see the following page:



Step 4 – Provide your First name, Last name, Logon name, and click on the **Next** button. You should see the following page:



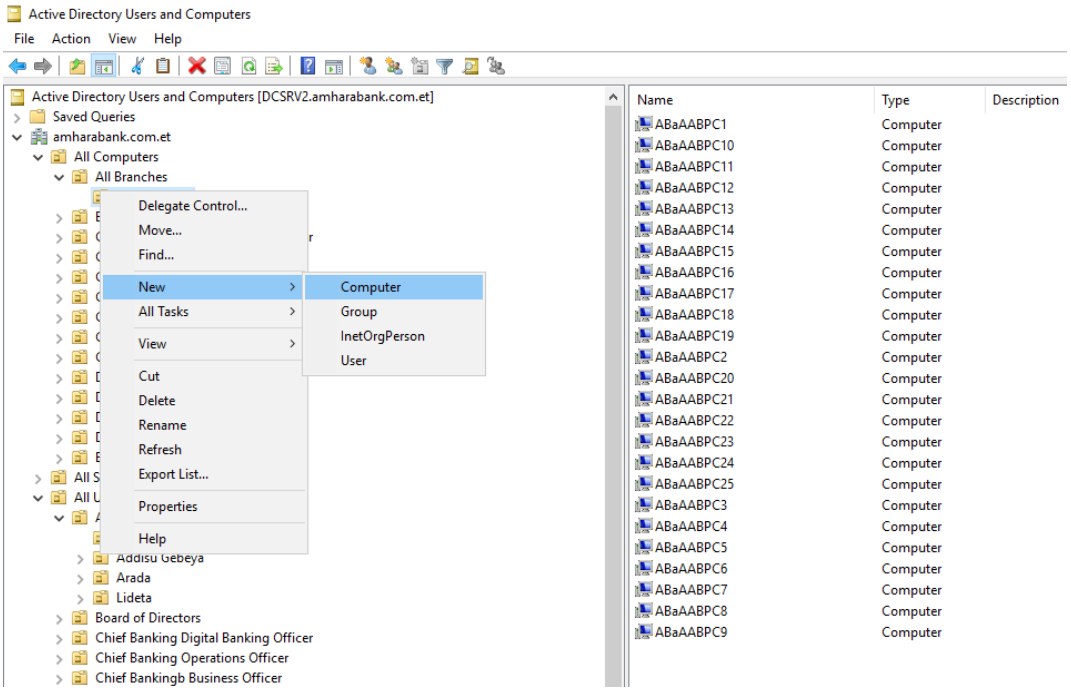
Step 5 – Set your password and click on the **Next** button. You should see the following page:



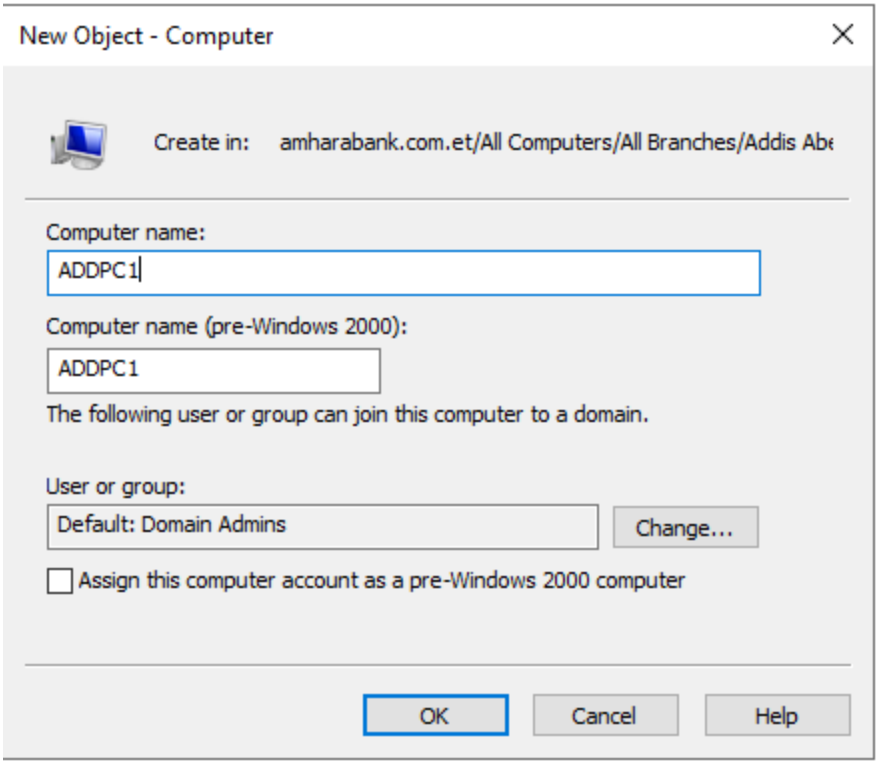
Step 6 – Verify your user information and click on the **Finish** button.

Creating Computer Account

Step 2 – Right-click on the **All Computers > All Branches > Right Click on the branch Name**. You should see the following page:



You should see the following page: type the computer name as per standard and click on **OK**

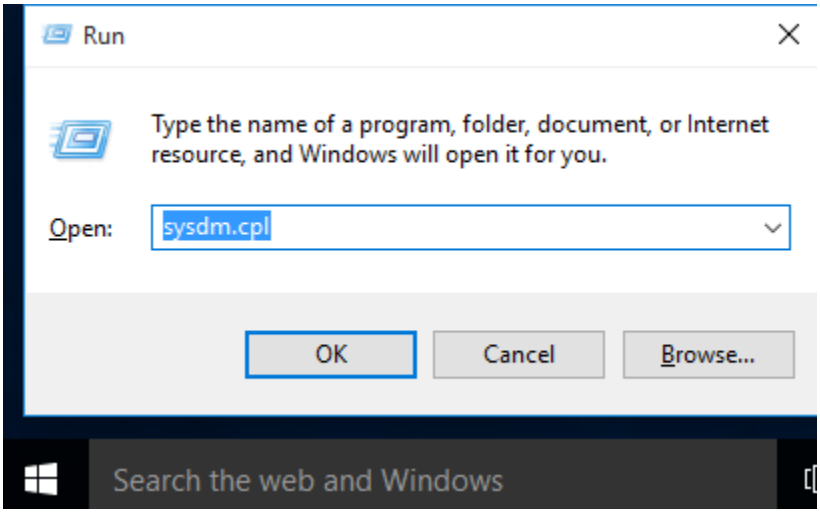


Join Windows 10 to Domain

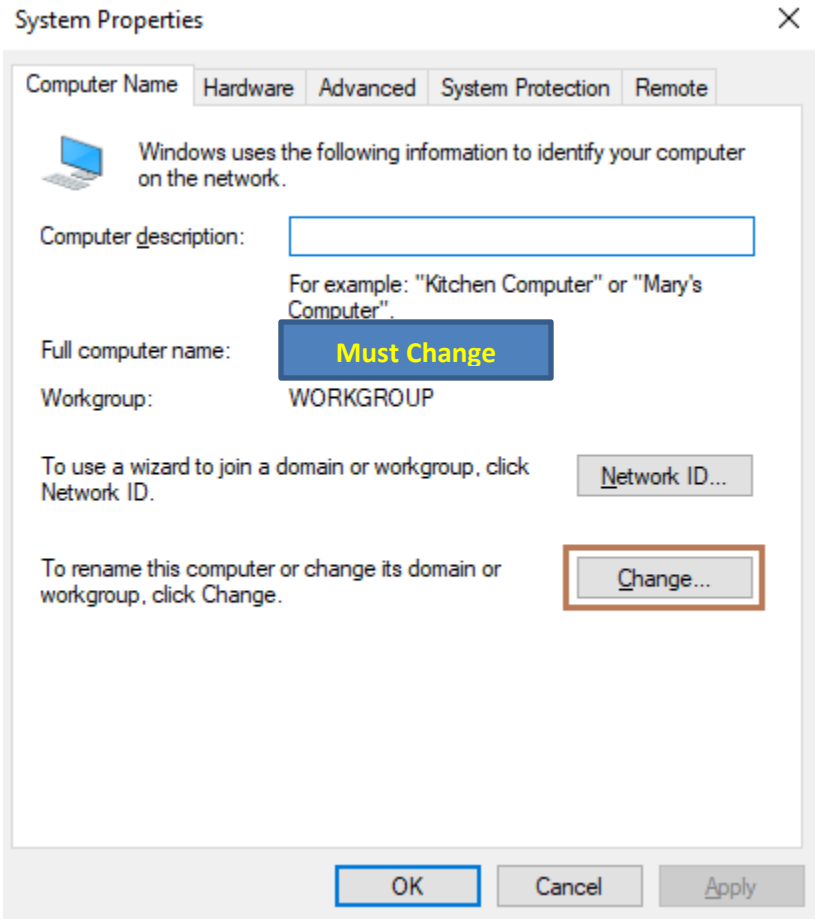
Login to the machine as local administrator (Itsupport) that you have been created earlier and use domain administrator credentials while joining the machine to domain which is created for you from head office.

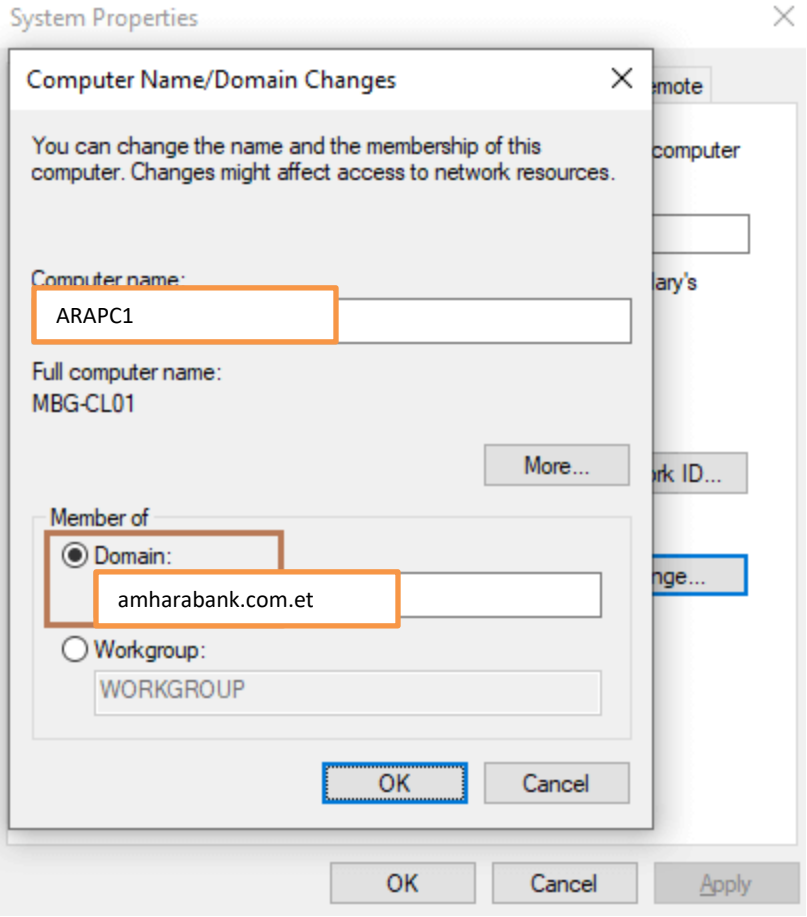
Step 1. Logon to Windows 10 machine. Open **Run** application and type **sysdm.cpl**. It will open **System Properties** dialog box.

Ore press **Window + R** and type **sysdm.cpl**

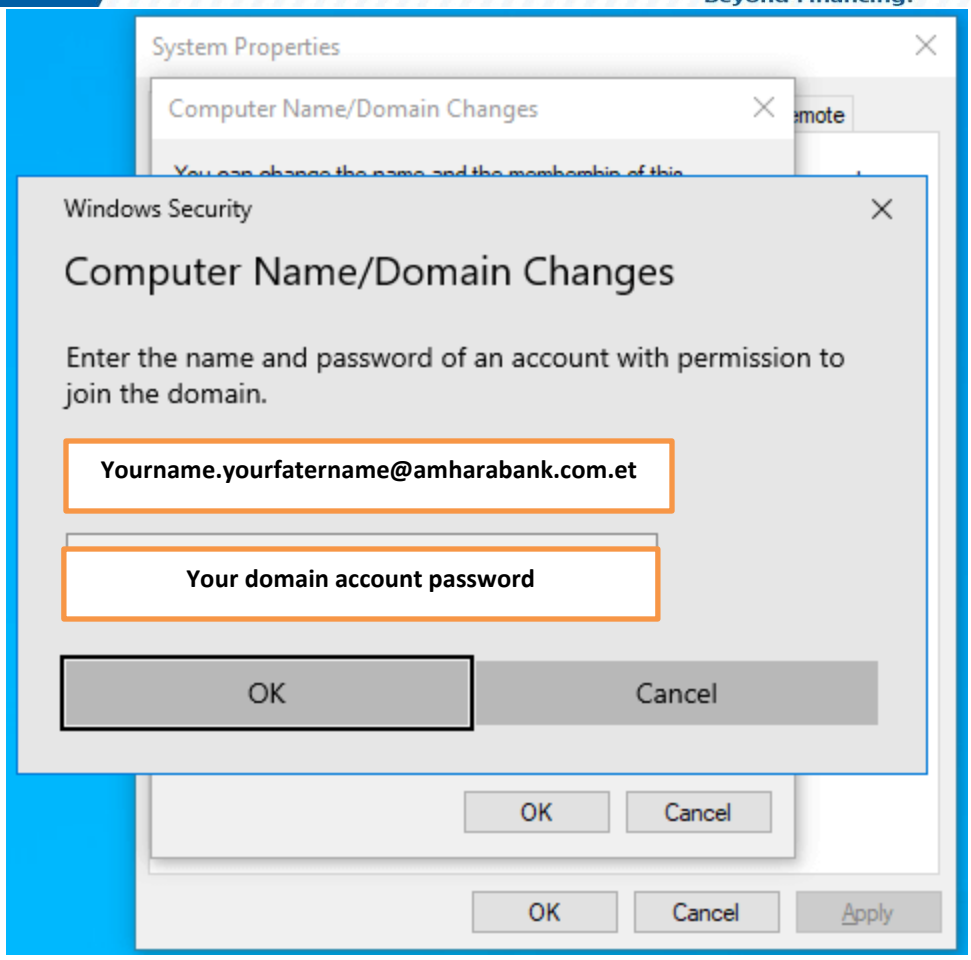


Step 2. Under **System Properties**, select **Computer Name** tab and click **Change**.

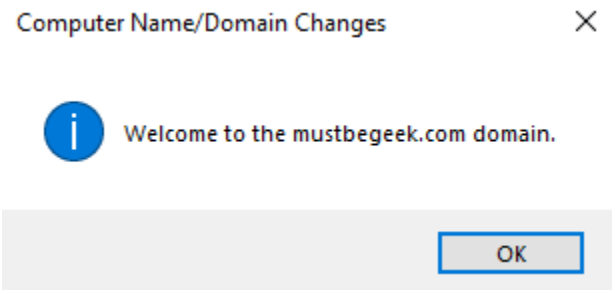

System Properties
Computer Name
Hardware
Advanced
System Protection
Remote
Windows uses the following information to identify your computer on the network.
Computer description:
For example: "Kitchen Computer" or "Mary's Computer".
Full computer name:
Must Change
Workgroup:
WORKGROUP
To use a wizard to join a domain or workgroup, click Network ID.
Network ID...
To rename this computer or change its domain or workgroup, click Change.
Change...
OK
Cancel
Apply



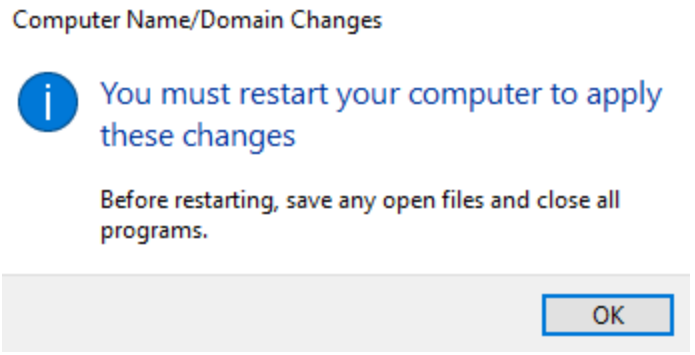
Step 3. In the **Computer Name/Domain Changes** dialog box, choose **Domain** under **Member of** option and enter domain name of amharabank.com.et and click **OK**.



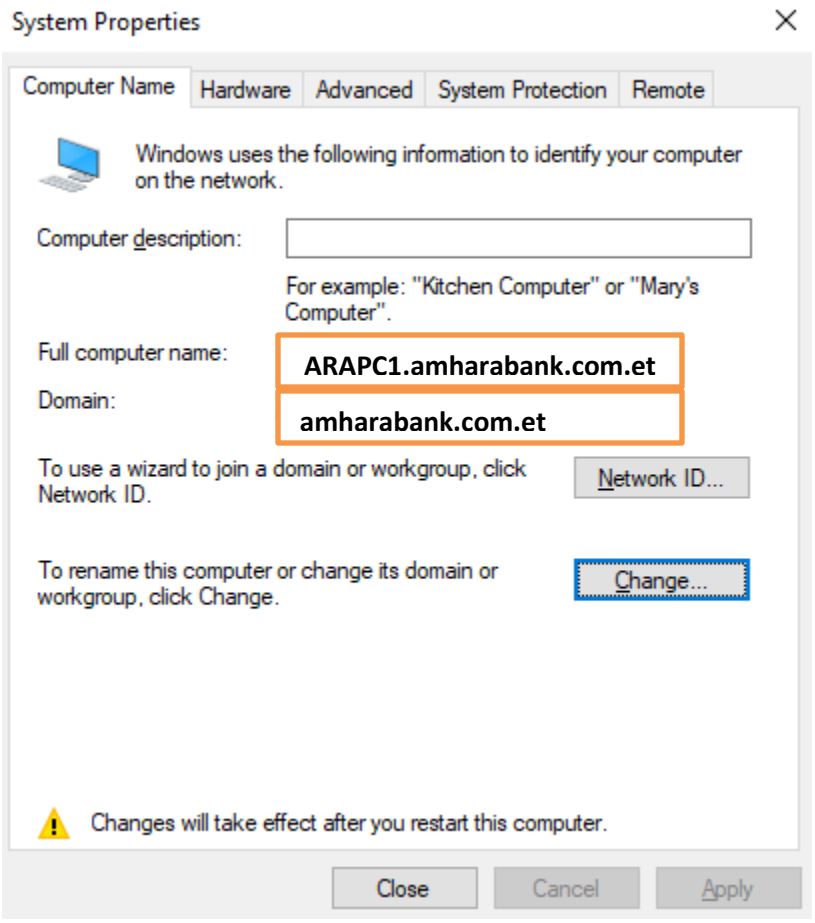
Step 4. Enter domain Administrator credential and click **OK**.



Step 5. Once you click **OK**, you will get welcome message as shown above. Click **OK**.



Step 6. For the change to take affect you need to restart the PC. Click **OK**



Step 7. You can see the computer name is now FQDN and domain is amharabank.com.et. This means the PC is now joined to domain amharabank.com.et. Now click **Close**.

Done!

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