

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

Step 1 – Rename PC As per given Standard

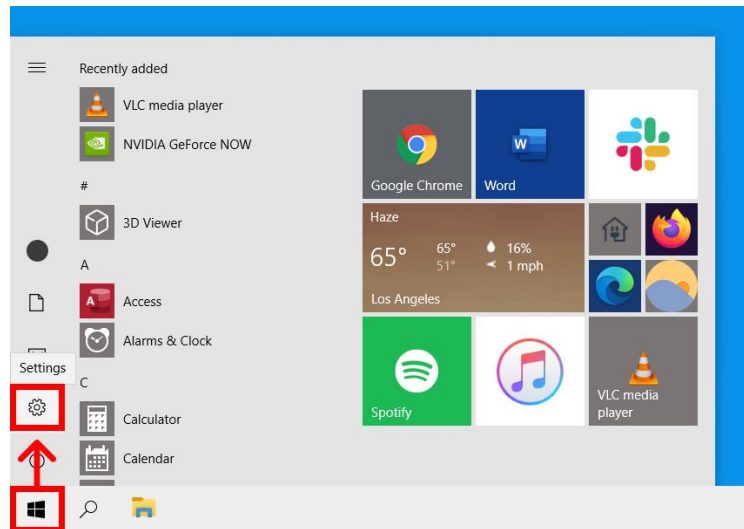
1. Select **Start**  > **Settings**  > **System** > **About**.
2. Select **Rename this PC**.
3. Enter a new name and select **Next**. You may be asked to sign in.
4. Select **Restart now** or **Restart later**.

Step 2 – Configure wired DNS IP Properties of my computer

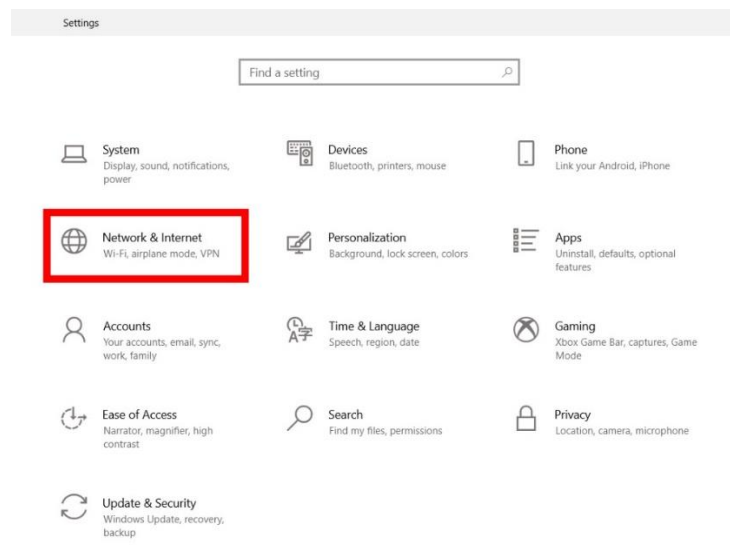
To change your DNS server on a Windows 10 computer, go to Settings > Network & Internet > Change Adapter Settings. Then right-click a connection and select Properties > IPv4 > Properties. Finally, select Use the following DNS server address.

Step 3 – Open the Windows Start Menu.

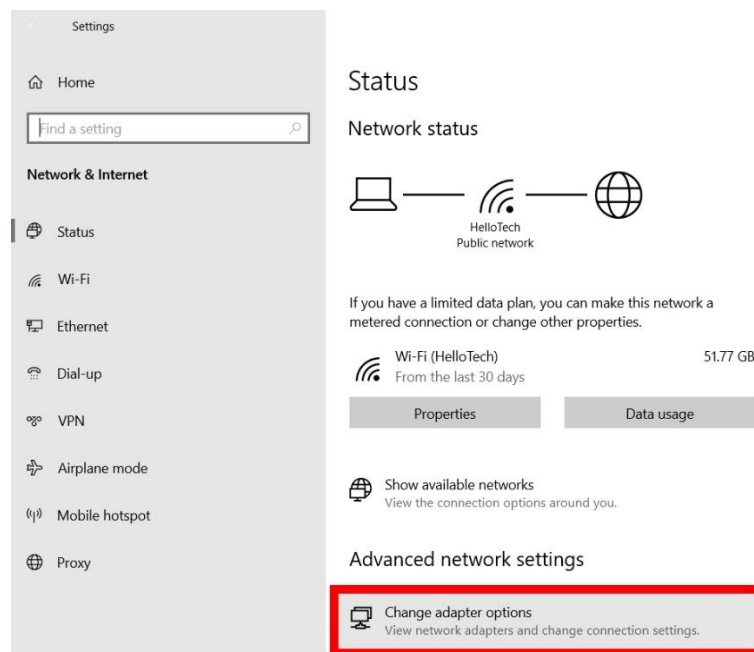
1. Then click Settings.



2. Next, select Network & Internet.

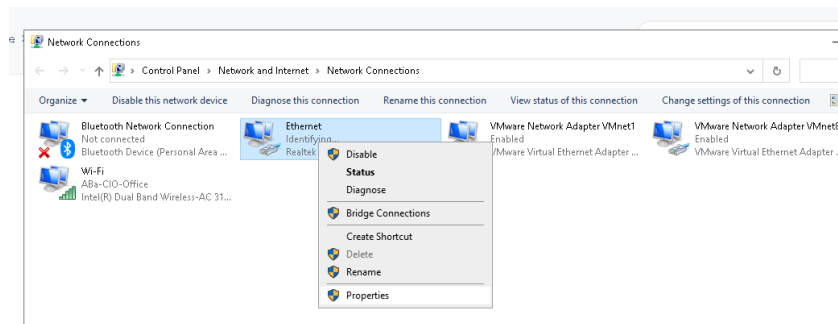


3. Then click **Change adapter options**.



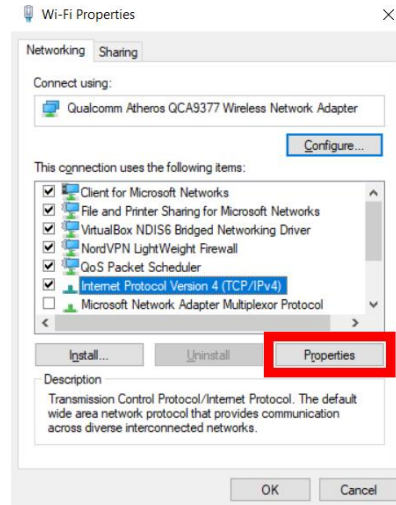
4. **Right-click on the connection Ethernet.**

5. Then select **Properties**

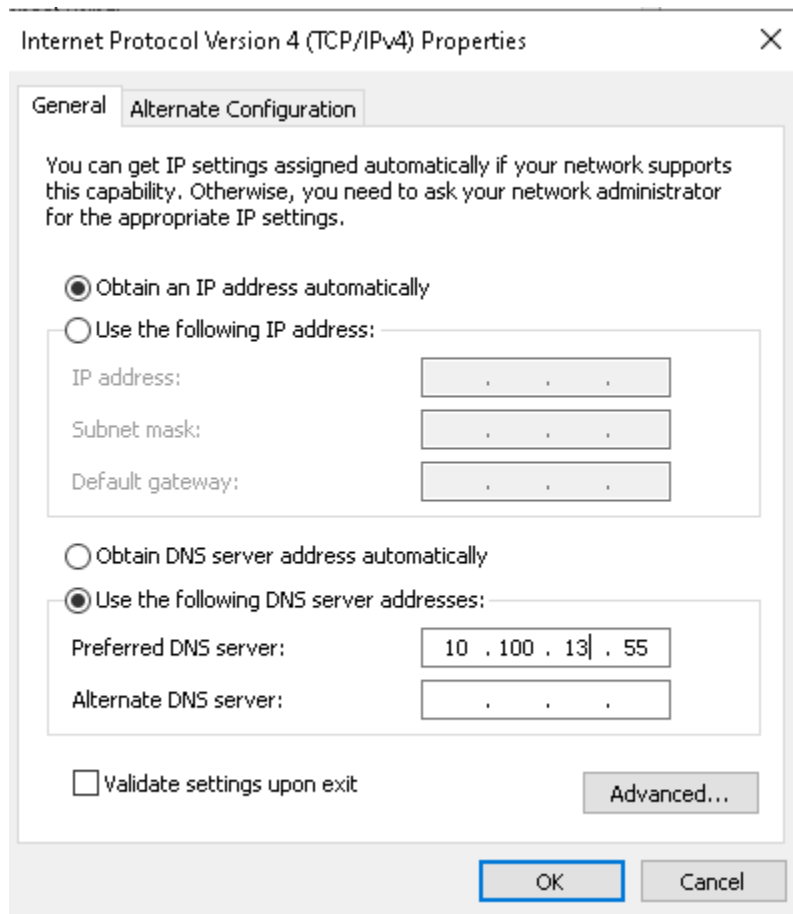


6. Next, select **Internet Protocol Version 4 (TCP/IPv4)**.

7. Then click **Properties**.

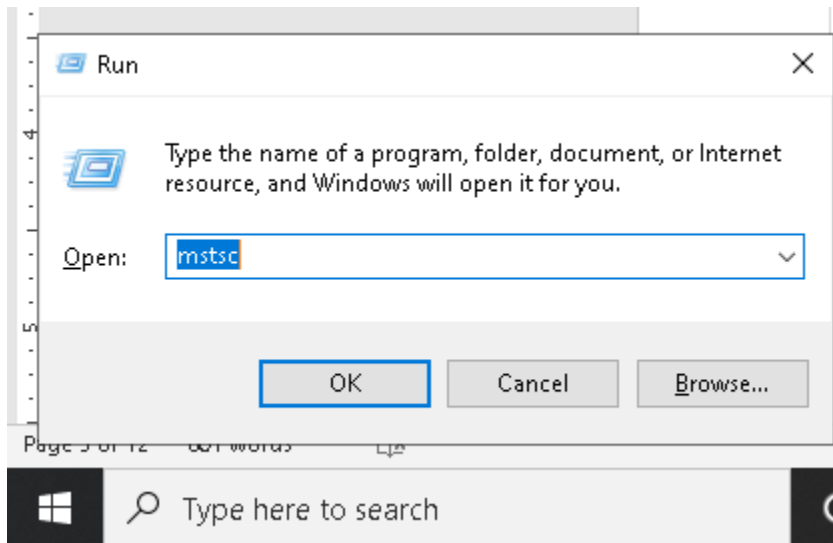


8. Next, click the radius next to Use the following DNS server addresses.
9. Then enter a new DNS address.
10. Finally, click OK.

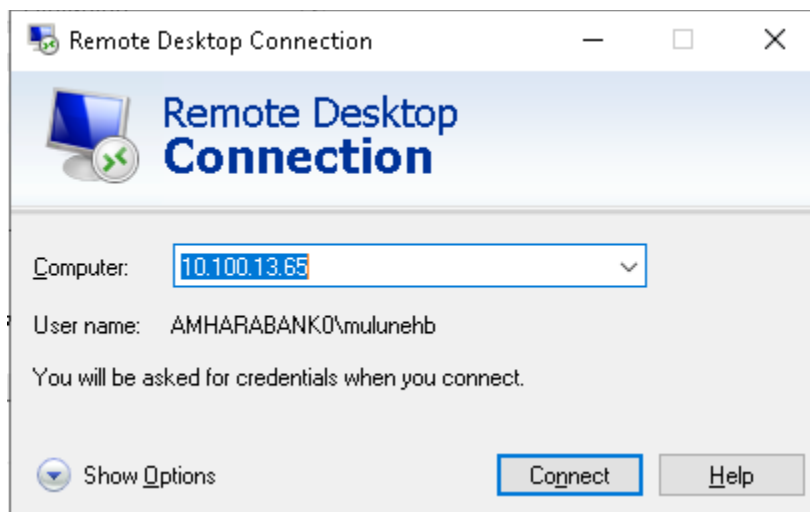


Create Active Directory Users

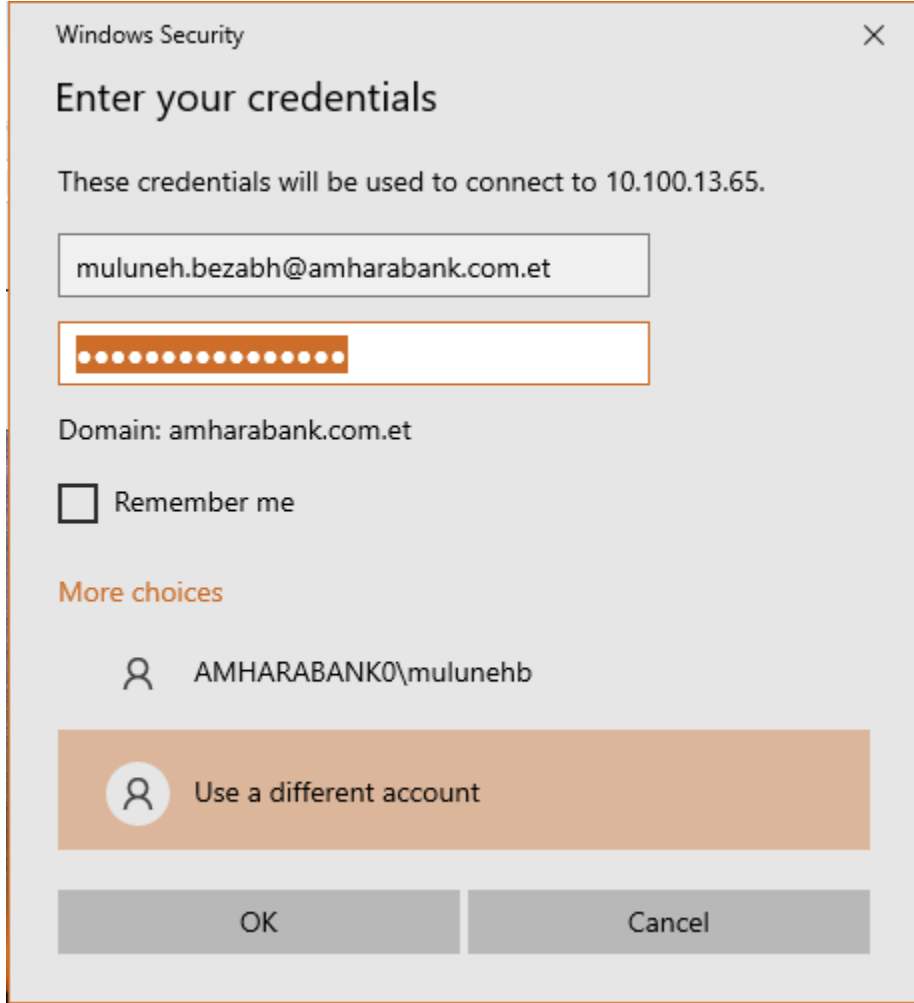
Step 1 – Press window + R Key type **mstsc** in the run dialog box and click on **OK**



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**



Windows Security


Enter your credentials


These credentials will be used to connect to 10.100.13.65.

Domain: amharabank.com.et

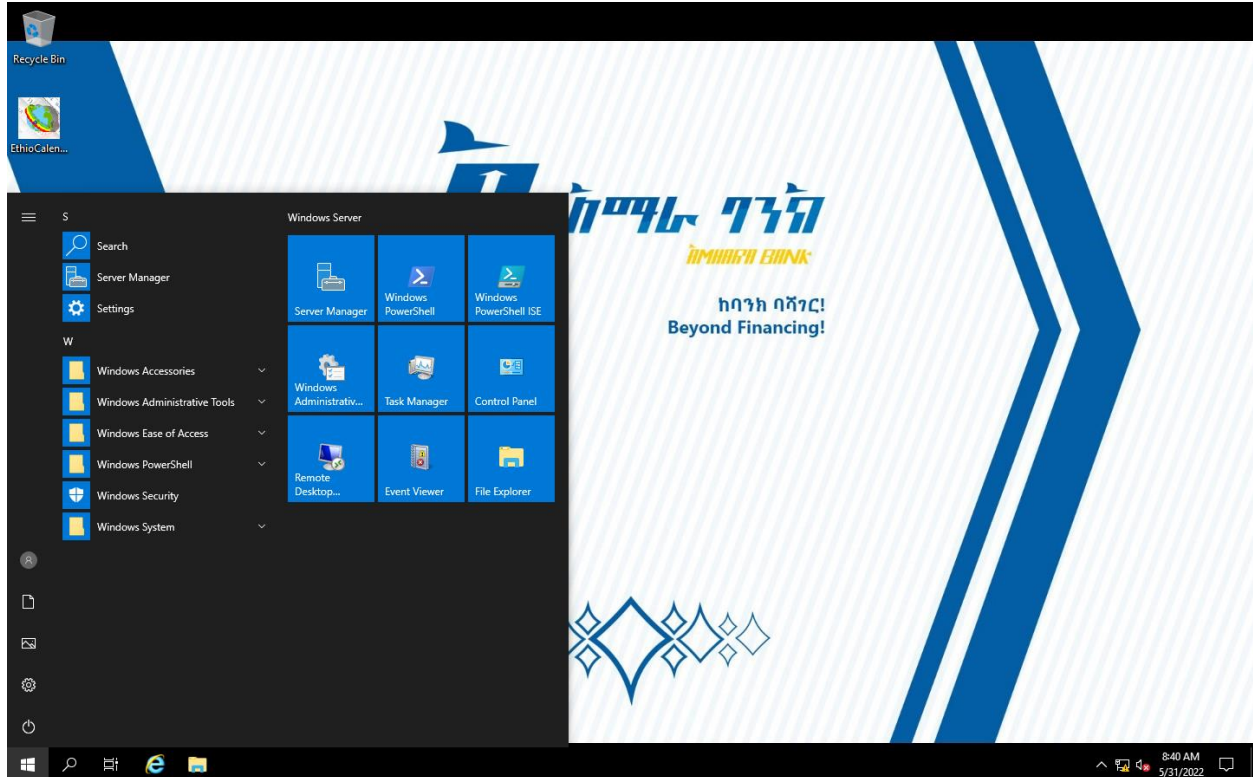
☐ Remember me

[More choices](#)

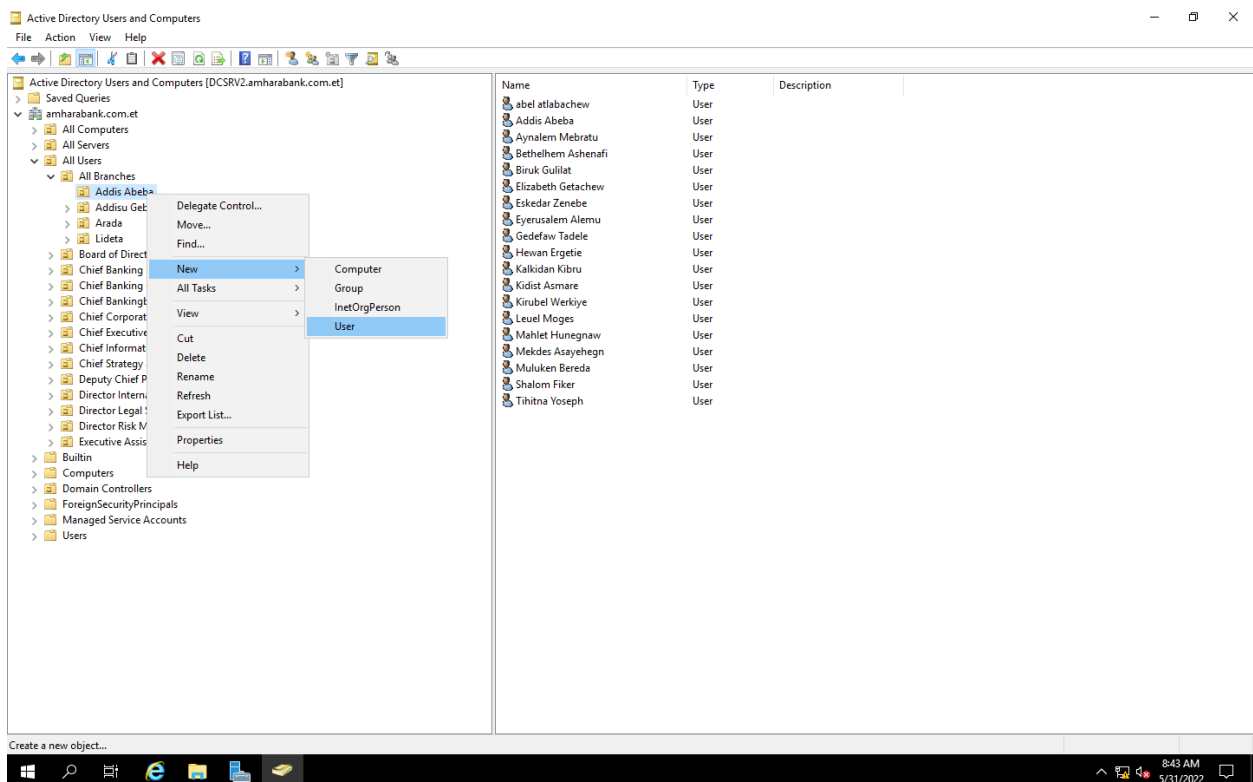
 AMHARABANK0\mulunehb

 Use a different account

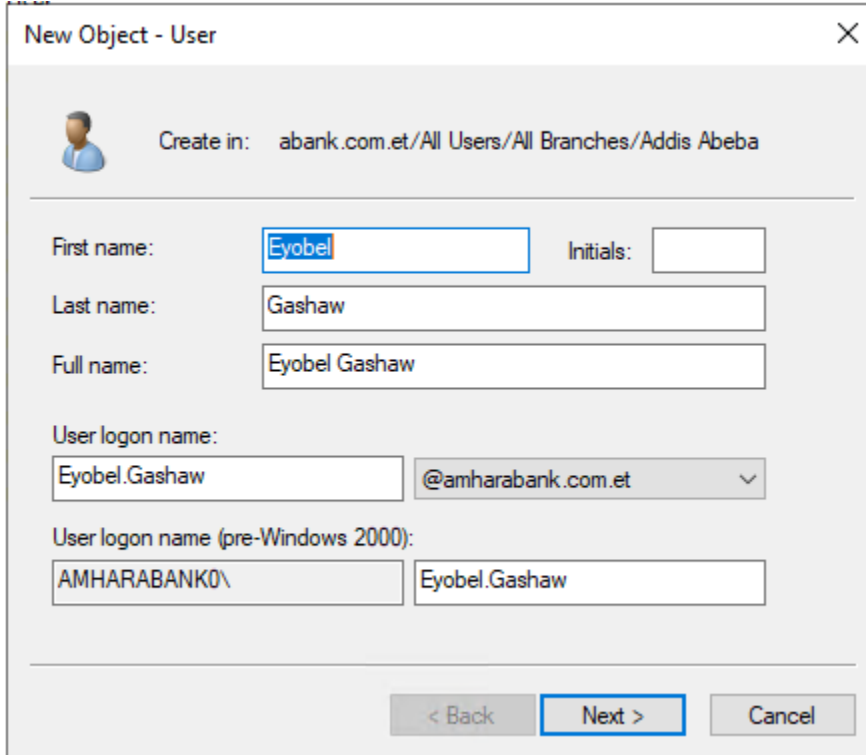
Step 4—Open the **Server Manager** click on **start > Server Manager**, go to the **Tools** menu and select **Active Directory Users and Computers** as shown below:



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:



New Object - User

Create in: abank.com.et/All Users/All Branches/Addis Abeba

First name: Eyobel Initials:

Last name: Gashaw

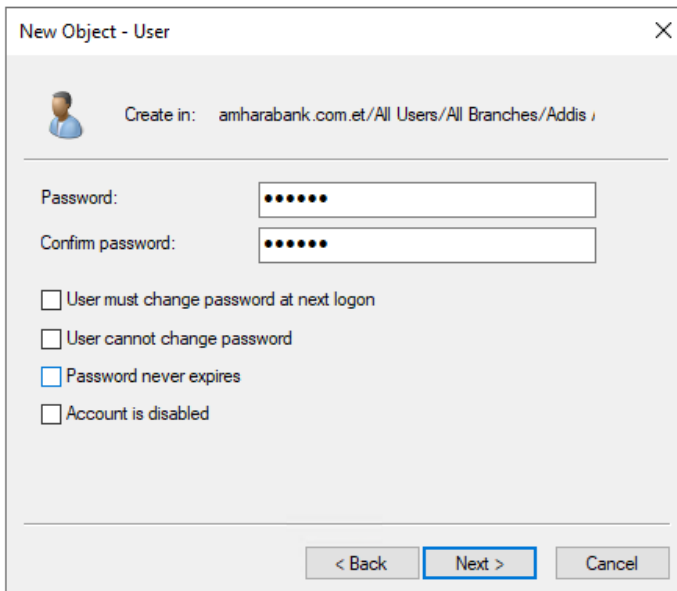
Full name: Eyobel Gashaw

User logon name: Eyobel.Gashaw @amharabank.com.et

User logon name (pre-Windows 2000): AMHARABANK0\ Eyobel.Gashaw

< Back Next > Cancel

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



New Object - User

Create in: amharabank.com.et/All Users/All Branches/Addis

Password:

Confirm password:

☐ User must change password at next logon

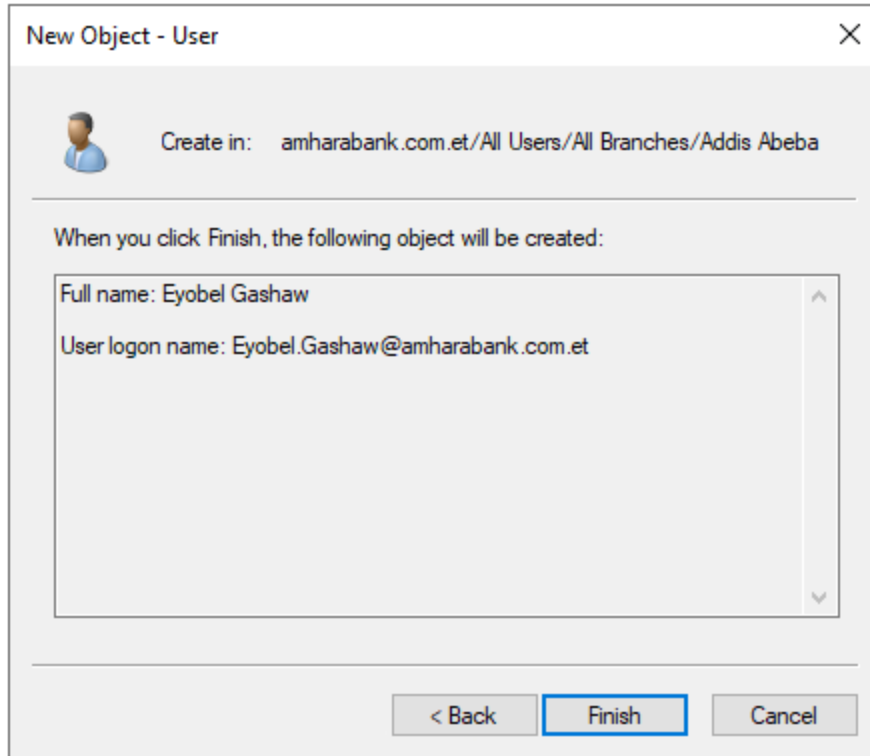
☐ User cannot change password

☒ Password never expires

☐ Account is disabled

< Back Next > Cancel

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



New Object - User

Create in: amharabank.com.et/All Users/All Branches/Addis Abeba

When you click Finish, the following object will be created:

Full name: Eyobel Gashaw

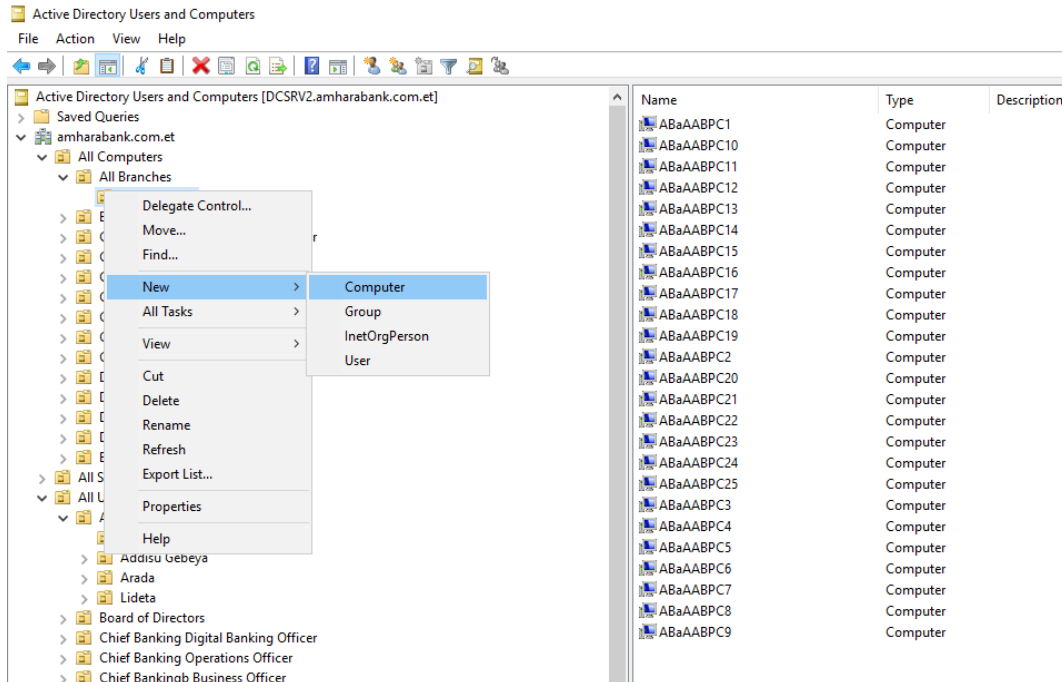
User logon name: Eyobel.Gashaw@amharabank.com.et

< Back Finish Cancel

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**

New Object - Computer

Create in: amharabank.com.et/All Computers/All Branches/Addis Ab

Computer name:

Computer name (pre-Windows 2000):

The following user or group can join this computer to a domain.

User or group:

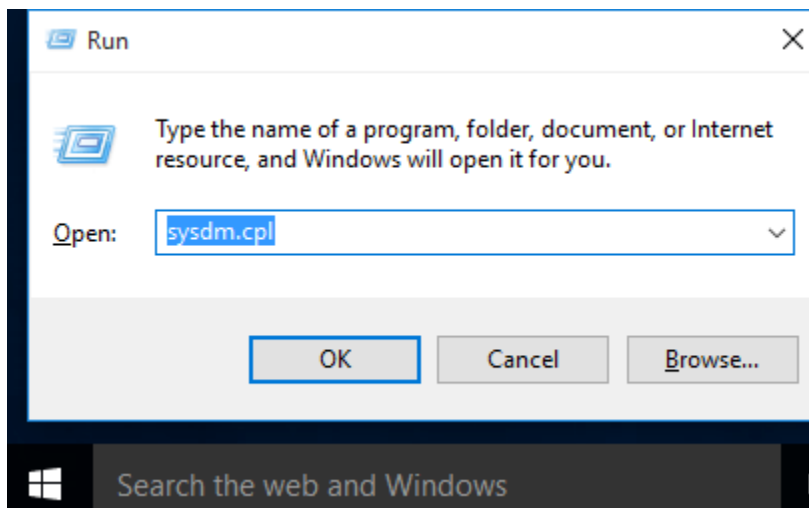
☐ Assign this computer account as a pre-Windows 2000 computer

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.

Or 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.

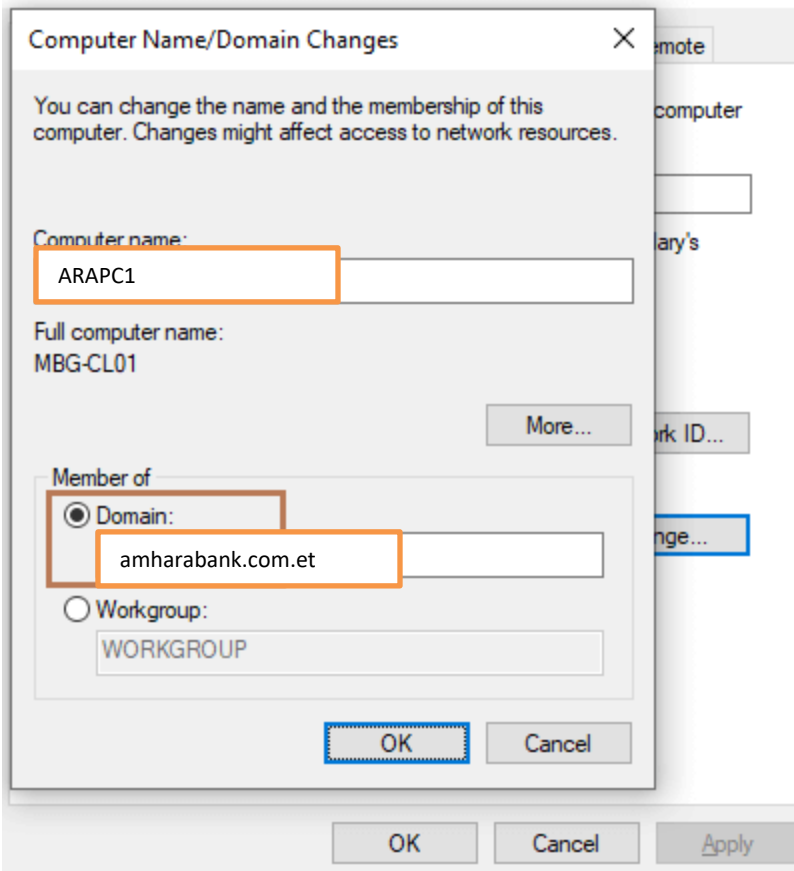
Change...

OK

Cancel

Apply

System Properties



Computer Name/Domain Changes

You can change the name and the membership of this computer. Changes might affect access to network resources.

Computer name:
ARAPC1

Full computer name:
MBG-CL01

More...

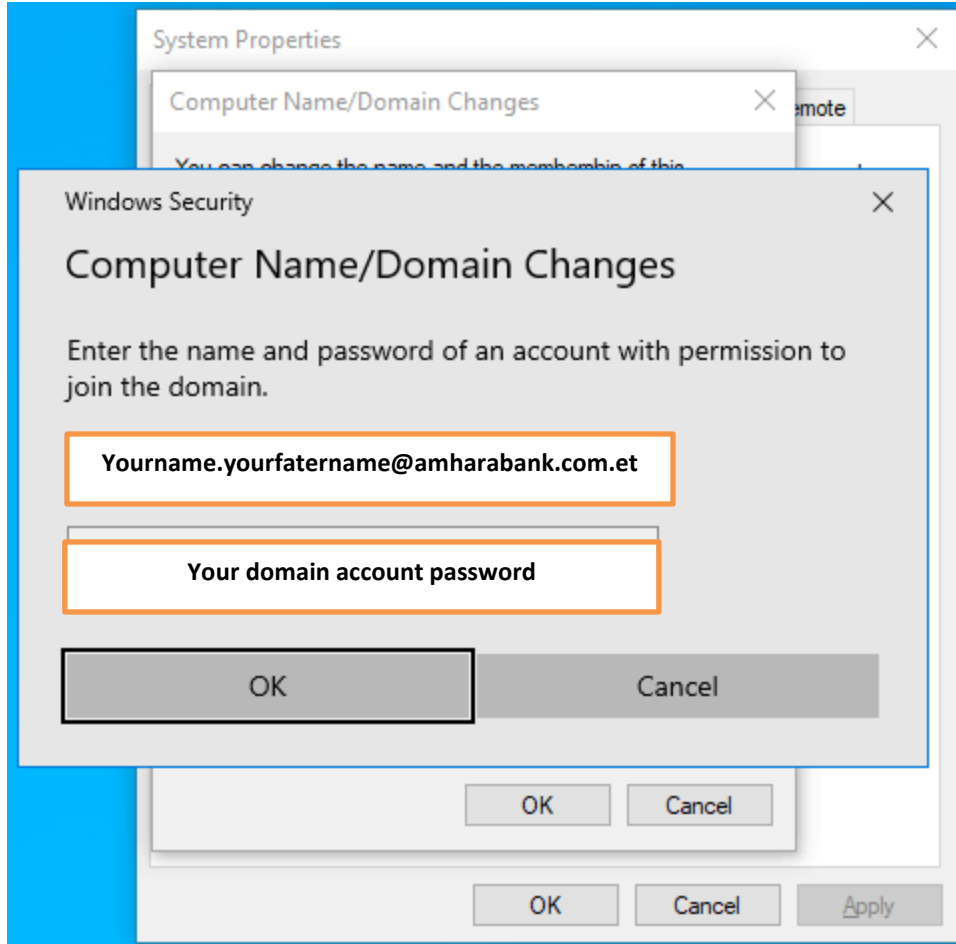
Member of

☒ Domain:
amharabank.com.et

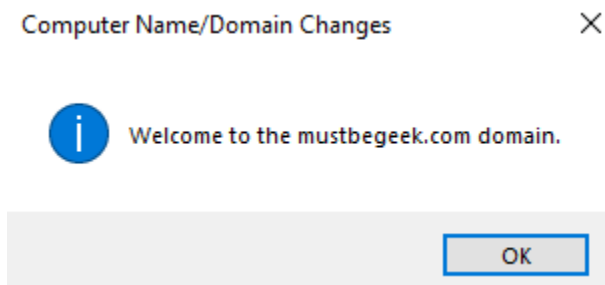
☐ Workgroup:
WORKGROUP

OK Cancel

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**.

Computer Name/Domain Changes

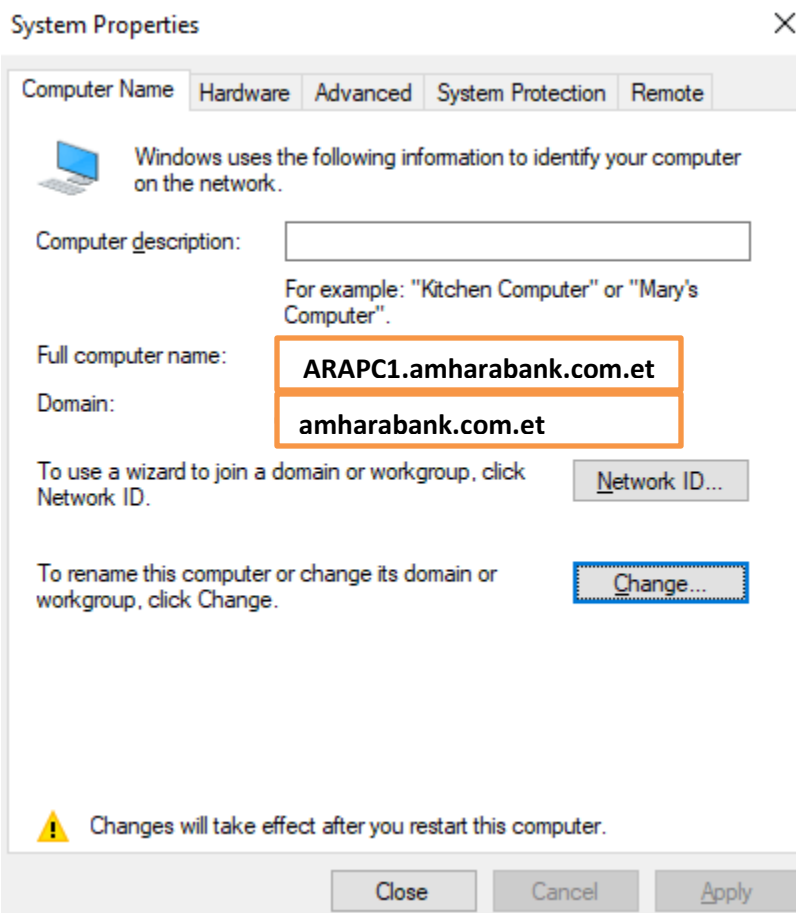


You must restart your computer to apply these changes

Before restarting, save any open files and close all programs.

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!

-----End-----