Runbook

IT Guide

For Setting Up New Hire Technology

1/4/2024

By Chris Dayao

Note: RunBook_Dayao to view with outline function

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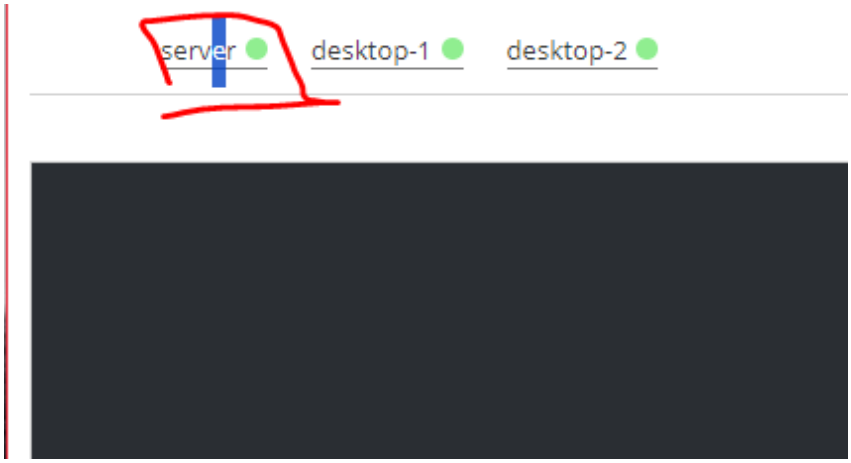
JOIN COMPUTER TO DOMAIN

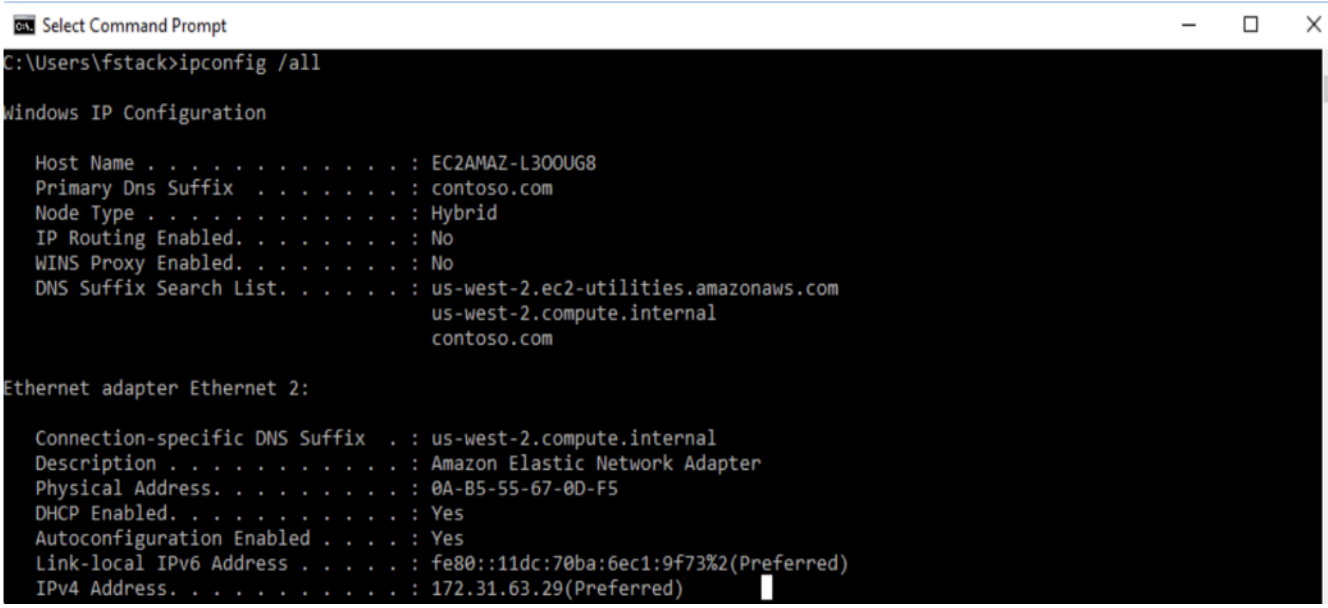
Example of New Hire:

Name of new hire: Jim
Role: Sales Associate
Department: Sales

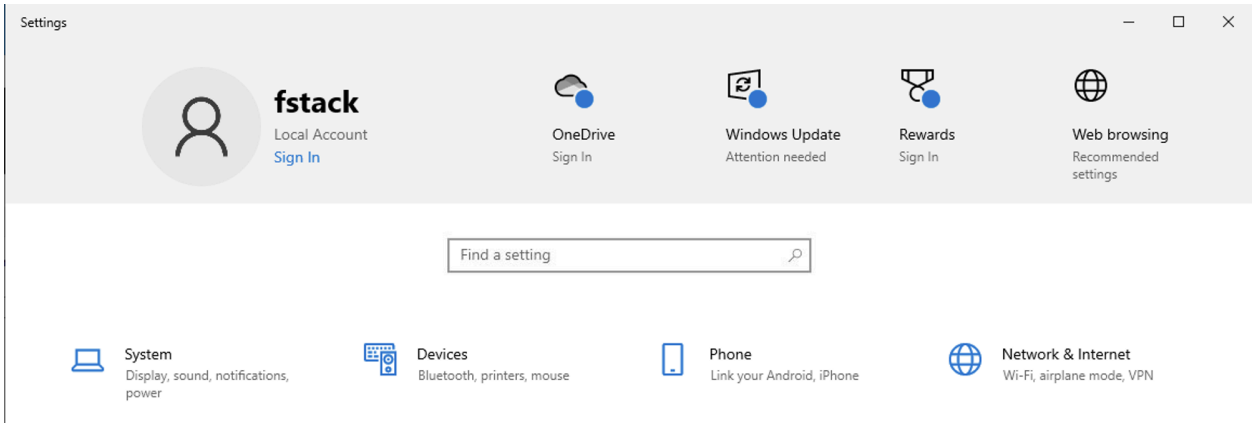
1. From your Vocareum Lab, Open server and desktop-2



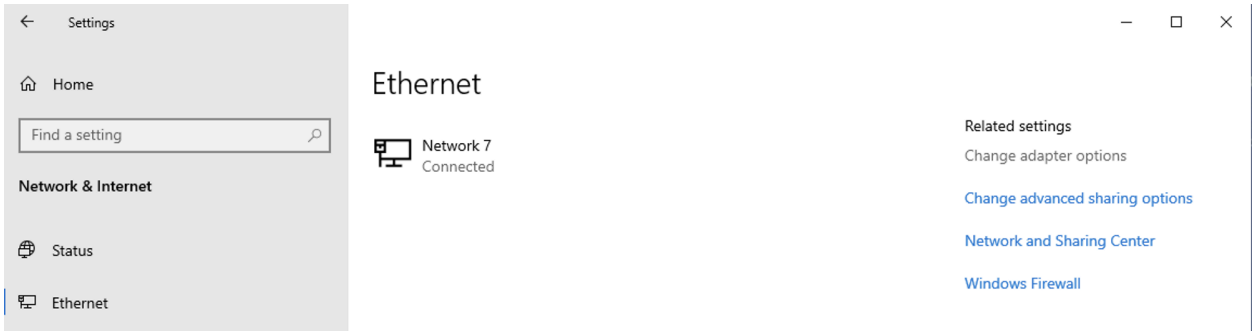
2. On server and desktop-2: Sign in as administrator
    a. On server, go to search bar>open command prompt>type "*ipconfig*" to find IPv4 address. Copy that address to put into desktop-2 shortly.



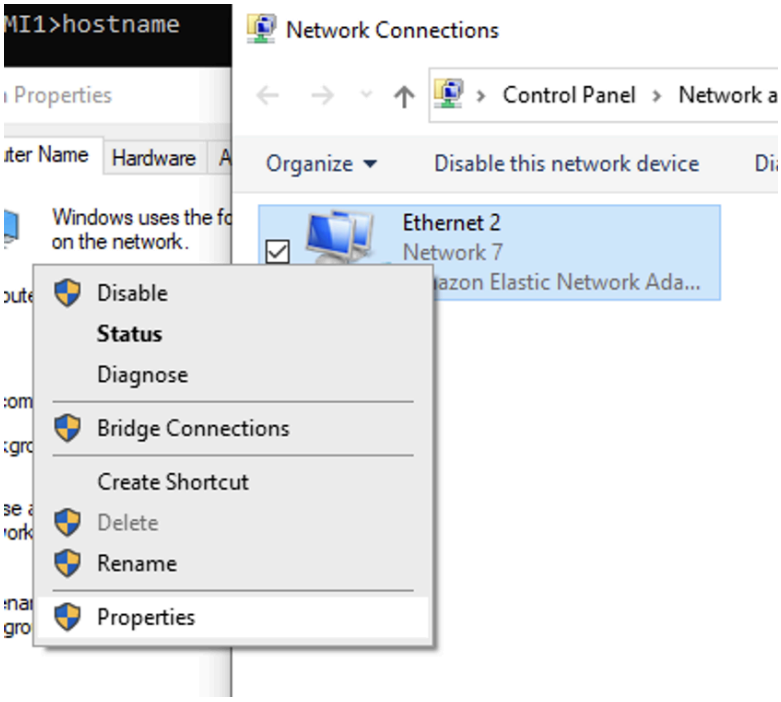
3. On desktop-2 go to settings>Network and Internet



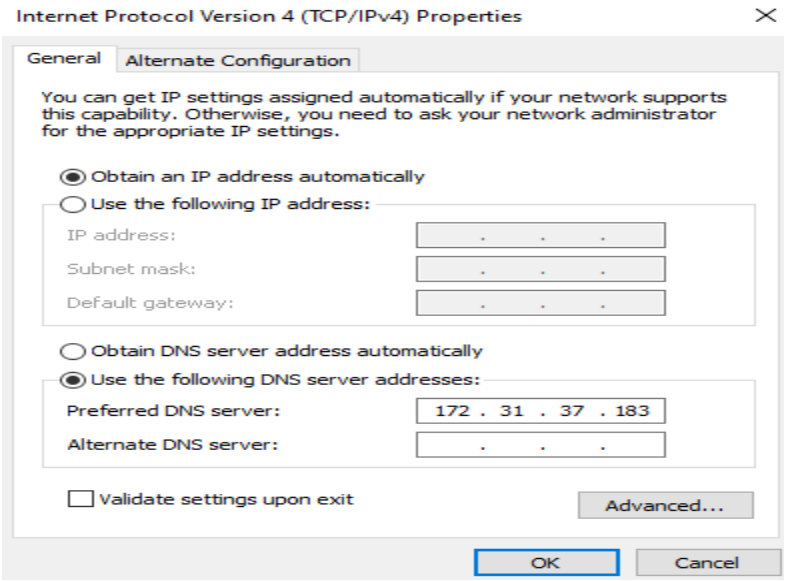
4. Click on Ethernet and on the right side go to “Change adapter options”



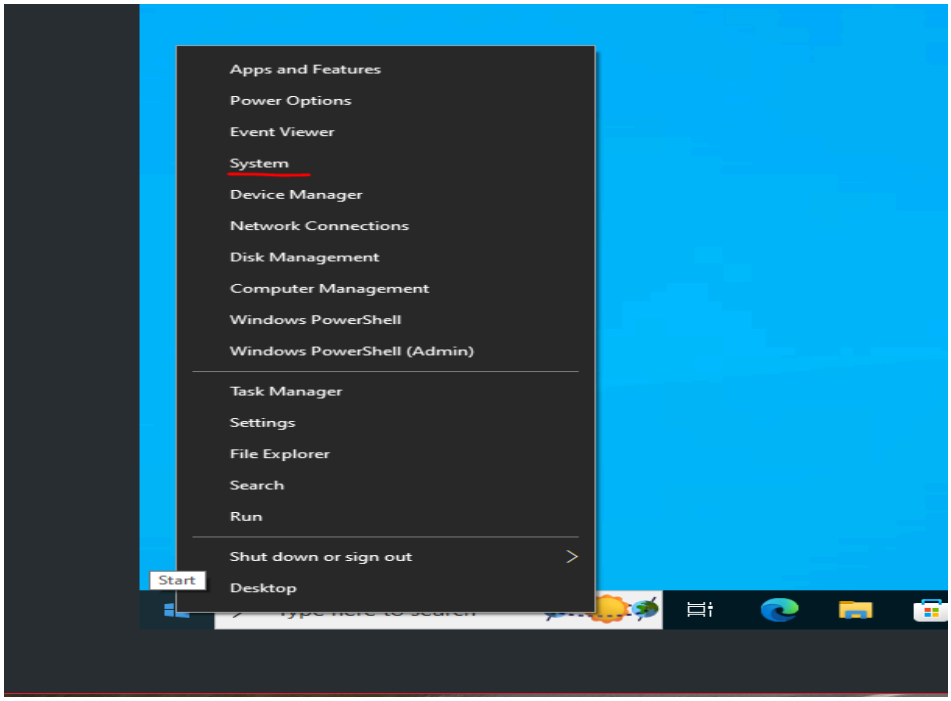
5. Right click and go to properties and enter credentials



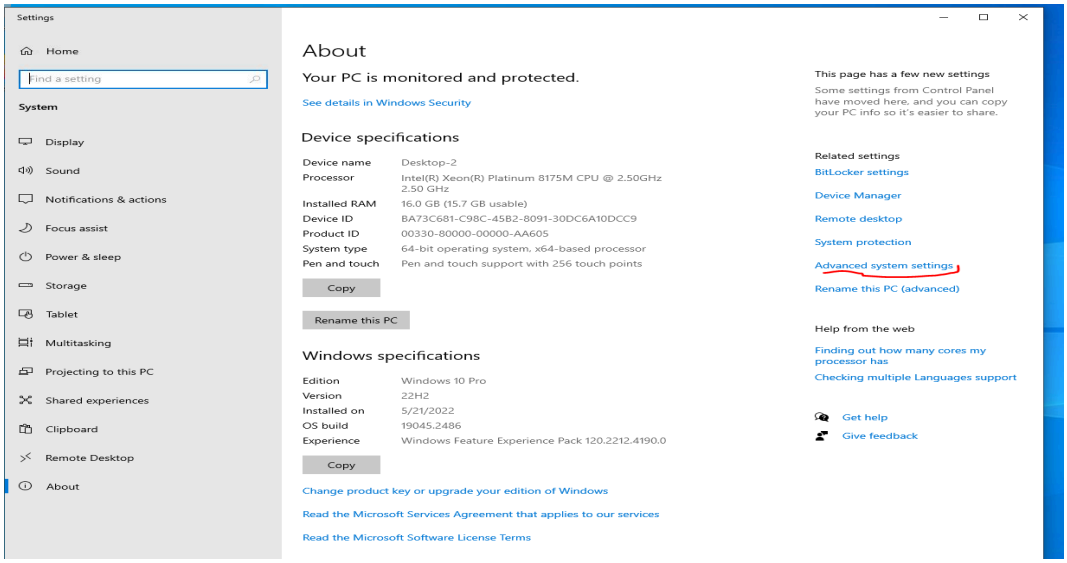
6. Select the “Use the Following DNS server Address” and enter the IPv4 address from server you copied>OK



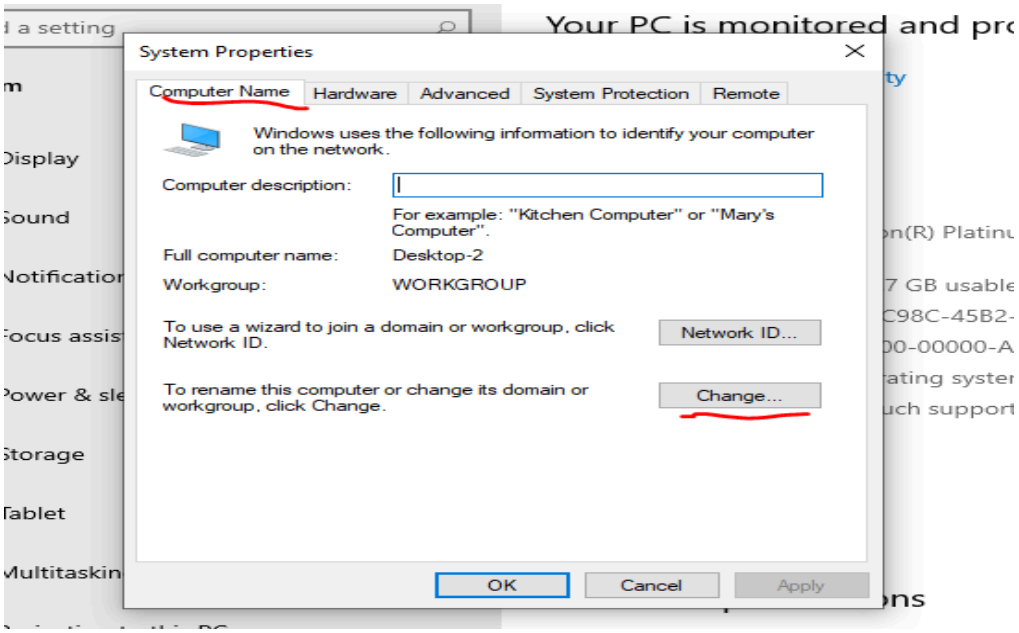
7. On desktop-2 Right click window start button and select ‘System’.



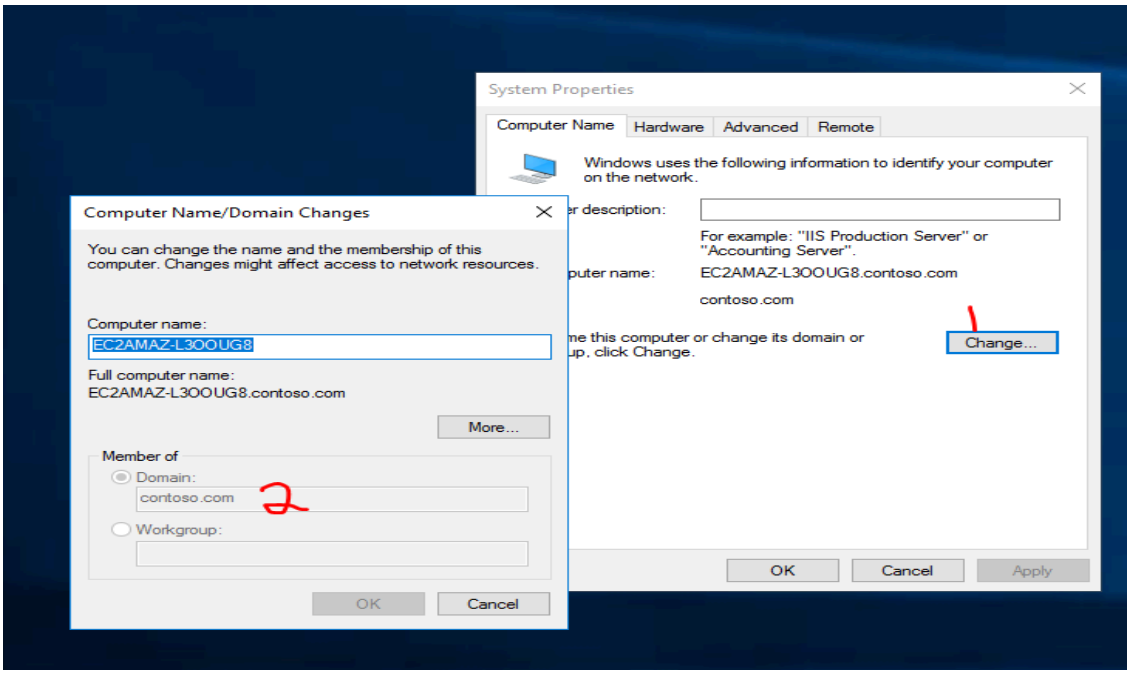
8. Select advanced system settings

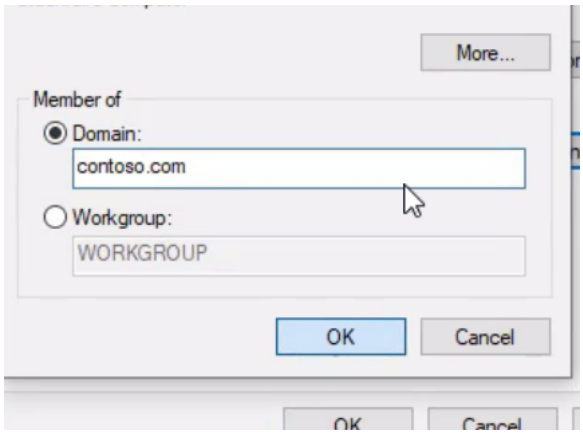


9. Another window pops called System Properties. Switch to the Computer Name tab, select Change.

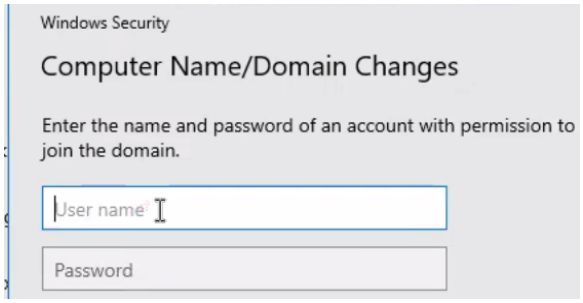


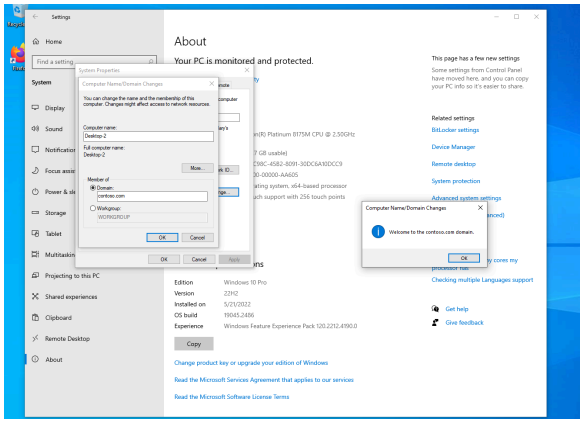
6. Select the Change button and another window will pop up labeled Computer Name/Domain Changes. Select domain and enter contoso.com.





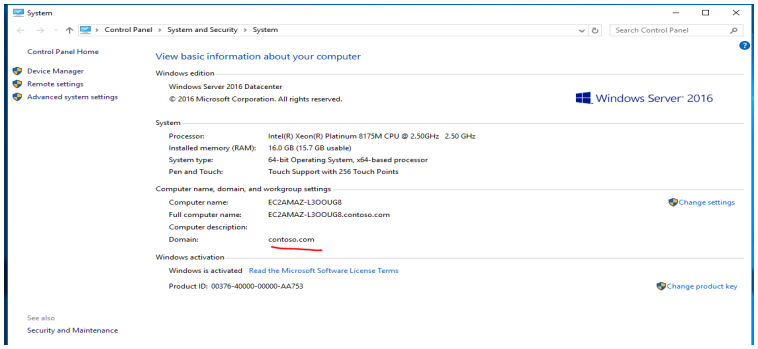
7. Enter administrator credentials and then you should see this prompt saying “Welcome to the contoso.com domain”.



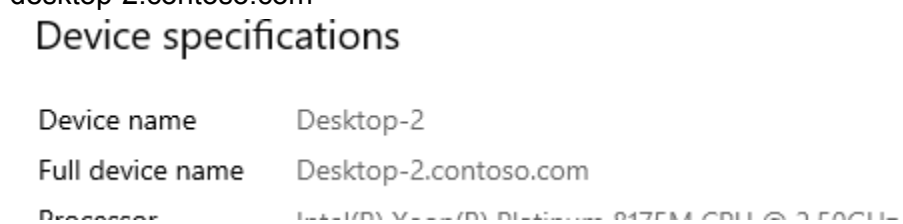


8. You will then be prompted to restart the computer changes to take effect. Select Restart Now.

9. Log back in with a domain account and verify that the computer is now a member of the domain constoso.com.

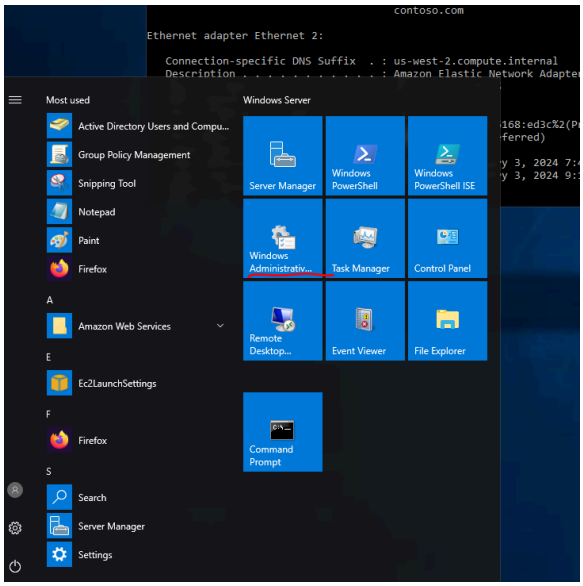


10. Right click the Windows icon and select ‘System’, and read the Full device name. “desktop-2.contoso.com”

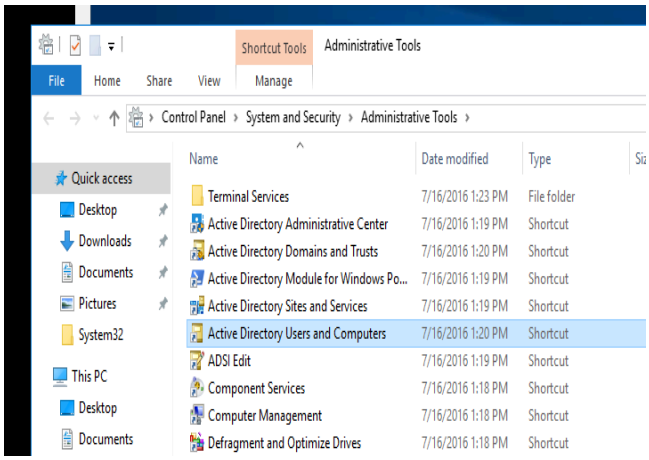


CREATE USER AND PASSWORD

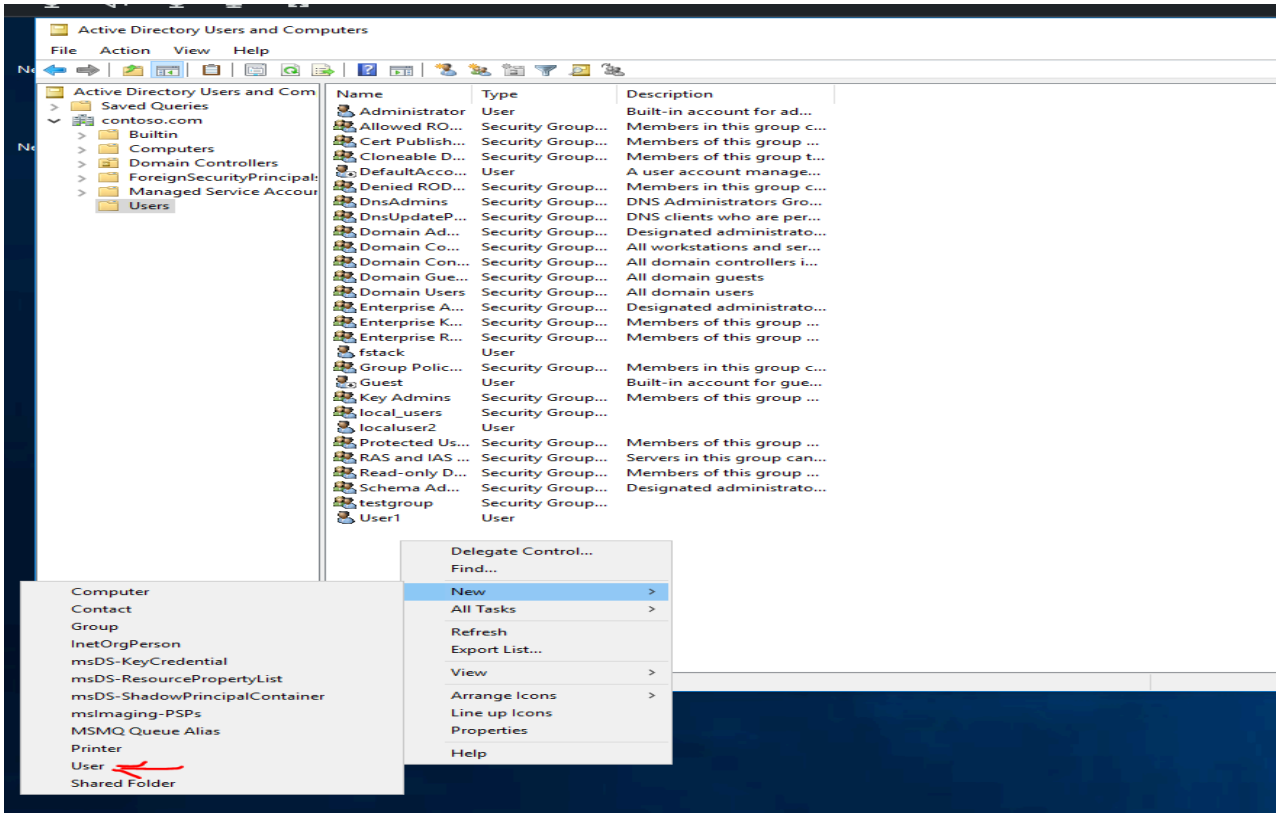
11. Switch back to Server Lab
Select Windows Icon or search bar
Find Administrative Tools



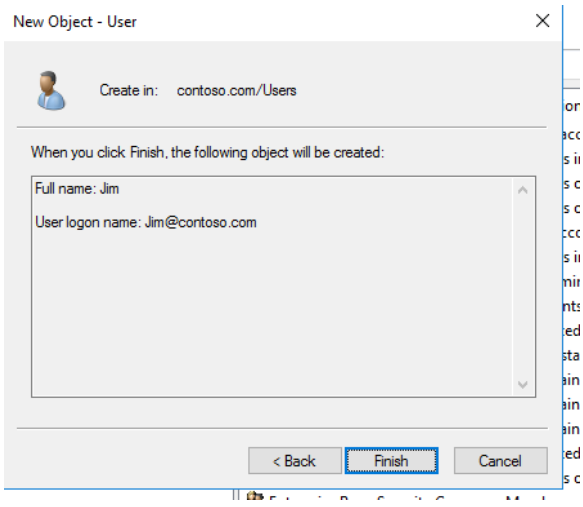
11. Select ‘Active Directory Users and Computers’



12. Right click on container and select New> then User.

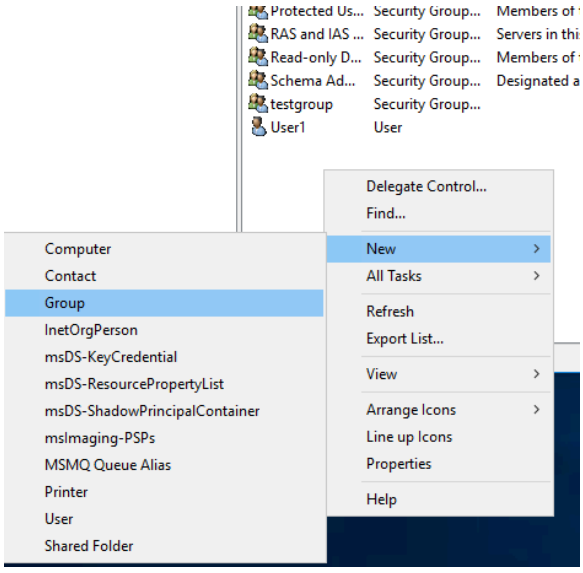


13. Enter User name > Next.
Enter password for new user > Next.
Select ‘Finish’.

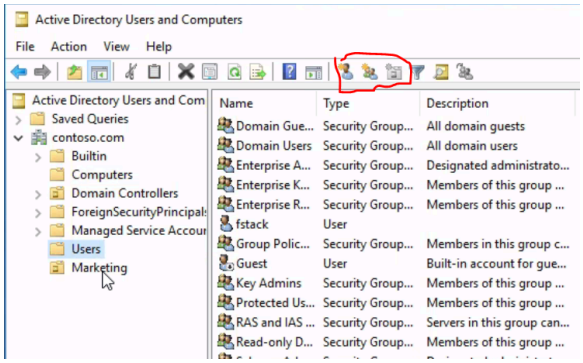


CREATE GROUP FOR DEPARTMENT

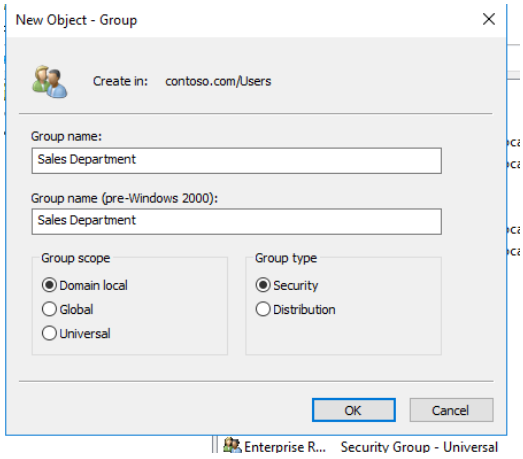
14. The right click container again and chose New> Group



TIP: You can use these icons to create users,groups, and shared folders.

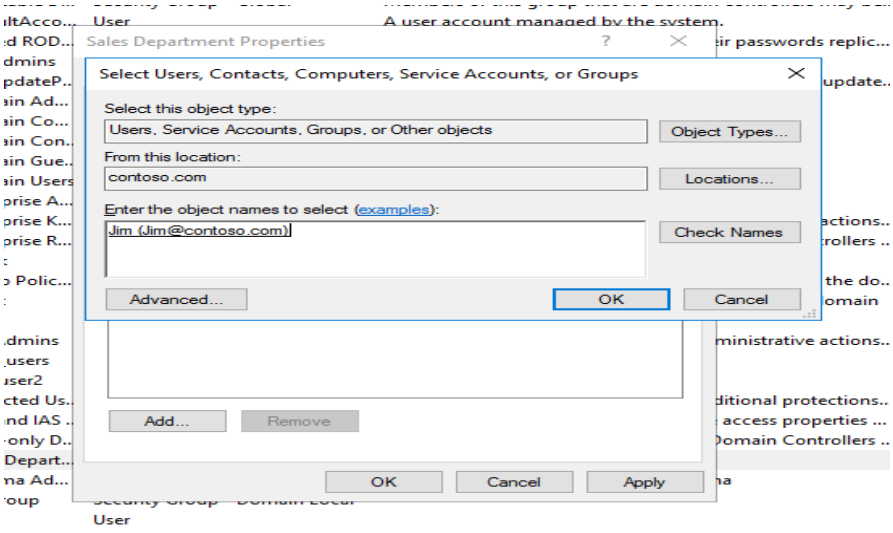


15. Enter name for Group, description and select domain local



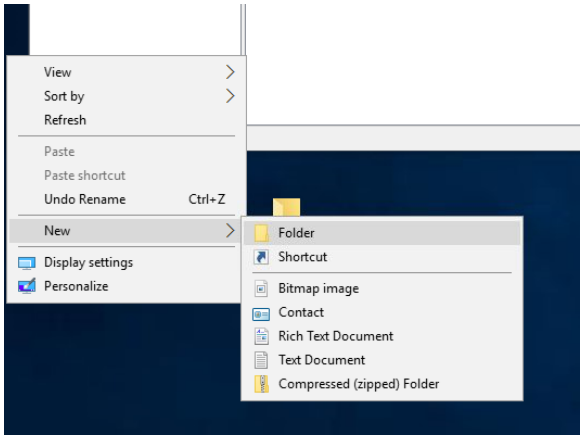
16. Find your new group in the list. Right click and select properties.

17. Select add and enter the new user in the blank box.
18. Select OK and see that new user is added to group



CREATE SHARED FOLDER

19. Right click on the homepage and select New>New Folder.



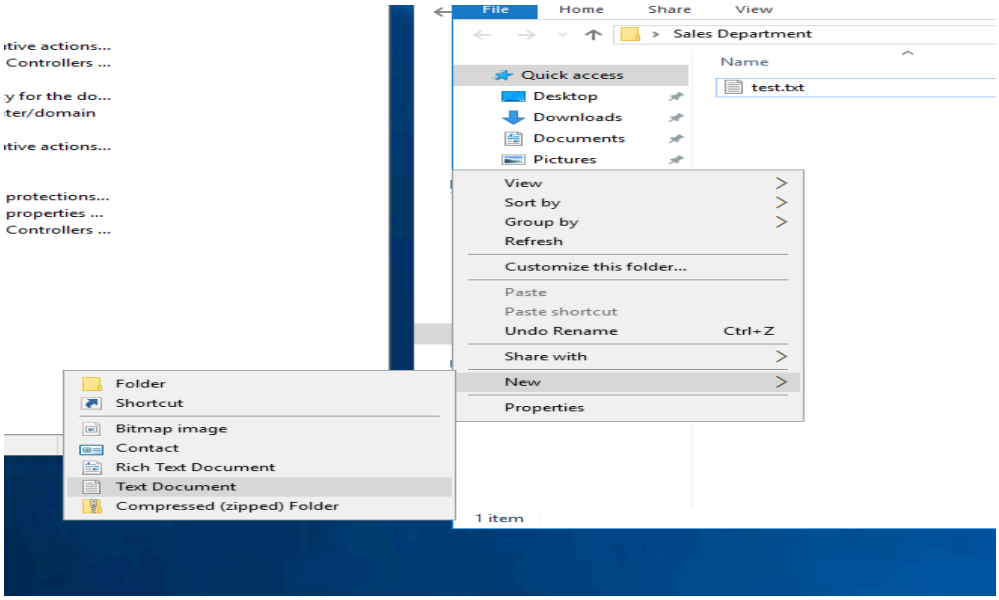
20. Name it with the new department name

21. Right click the new folder and select “Properties”.

22. Go to sharing tab and click on ‘Advanced Sharing”.

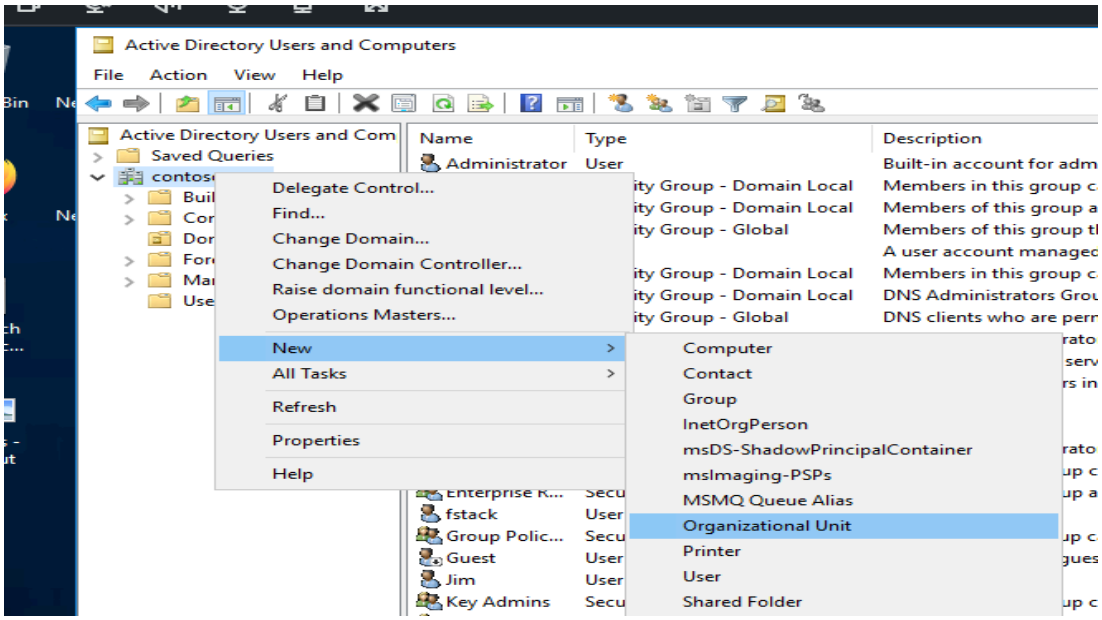
23. Check share this folder, set permissions to allow Read/Change for the department group you want to share with as well as the admin group.

24. Next, create a text document called “test.txt”. To do so, right click container, select “New”>”Text Document”. Then save as “test.txt”

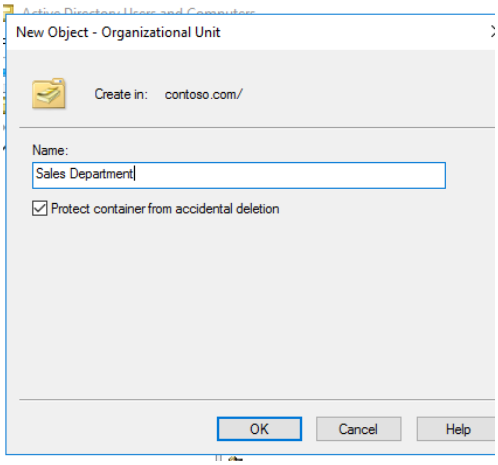


CREATE ORGANIZATIONAL UNIT

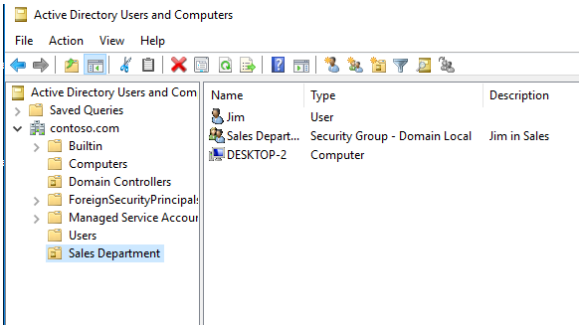
25. In Active Directory Users and Computers, right click your domain(contoso) and select New>Organizational Unit.



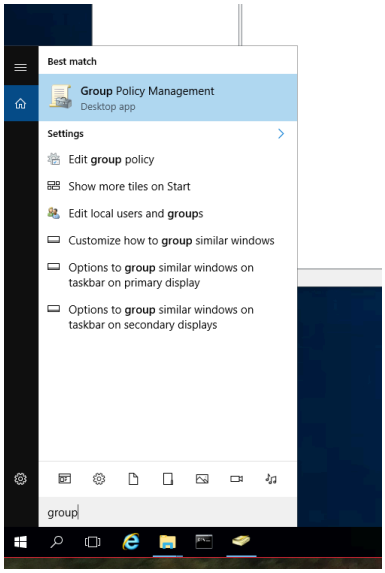
26. Name it after the new department



27.Next place the user, group, and computer in the OU. (Drag and Drop into OU)

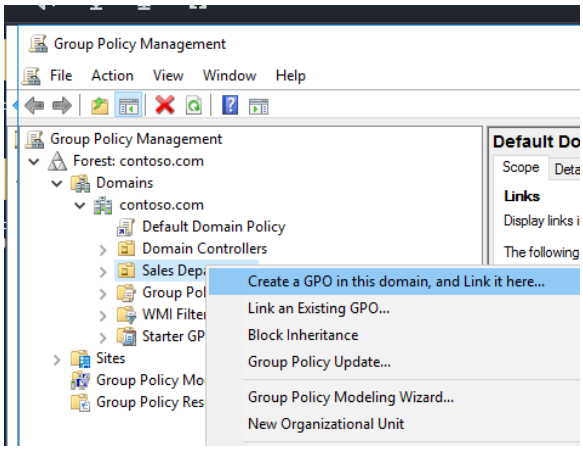


28. Next open the Group Policy Management



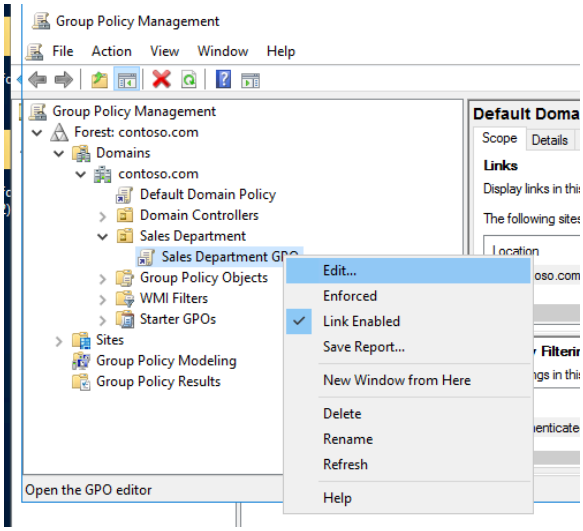
CREATE GPO

29. Next right click the OU you created and select Create a GPO in this domain, and Link it here..



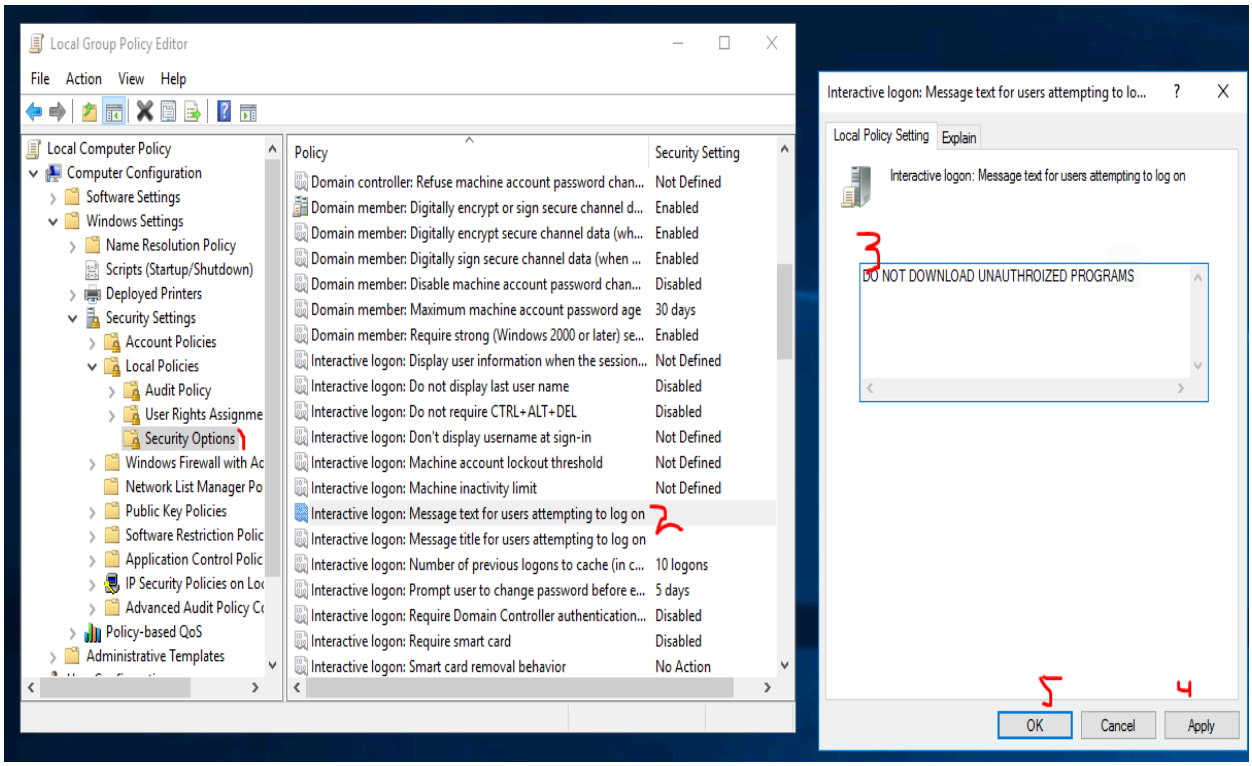
30. Then name the GPO > Hit OK.

31. Next right click the GPO you created and select Edit



32.Set a start up message under Computer Congfig>windows settings>Security settings>local policies> Security options and right click on “Interactive logon: Message text for users attempting to log on”

A) Enter “Do Not Download Unauthorized Programs”. Select Properties and Enter message and press OK



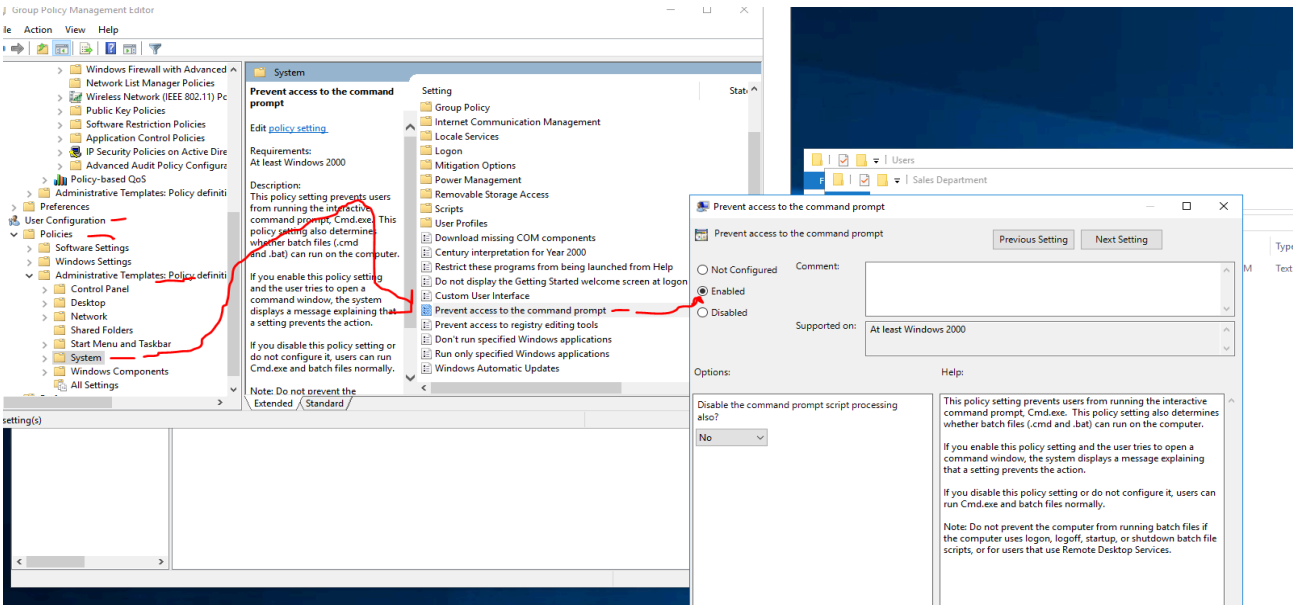
33. Next go to configure user configurations:

A)Disable the CMD command Prompt access

B) Navigate to Policies>Administrative Templates>System

C) Locate and open Prevent access to Command prompt

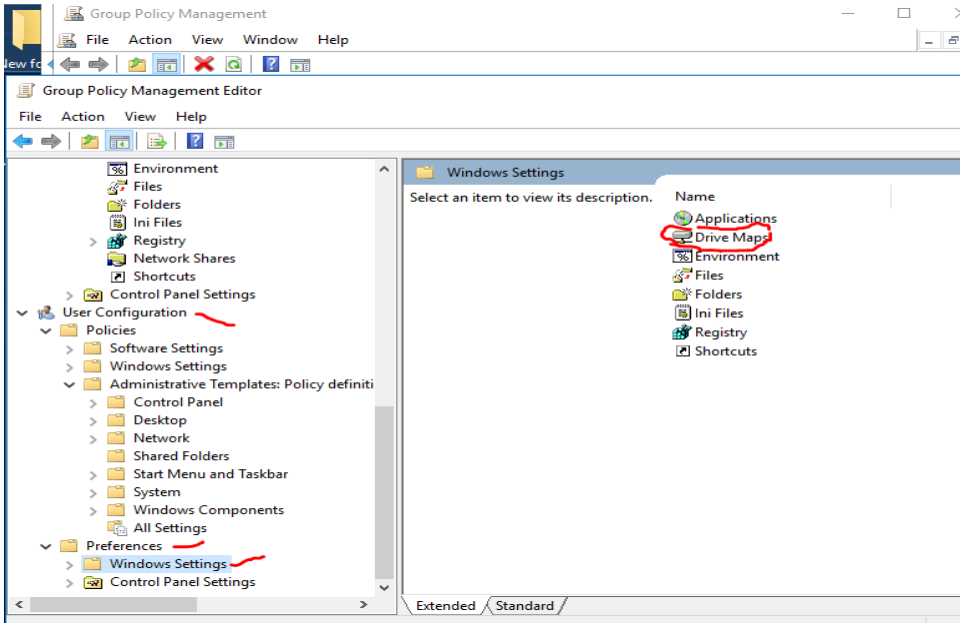
a.Enable this setting to restrict access to CMD



MAP THE DRIVE WITH SHARED FOLDER

34.Next Map a network Drive:

A) Go to User Configuration> Preferences > Window Settings> Drive Maps



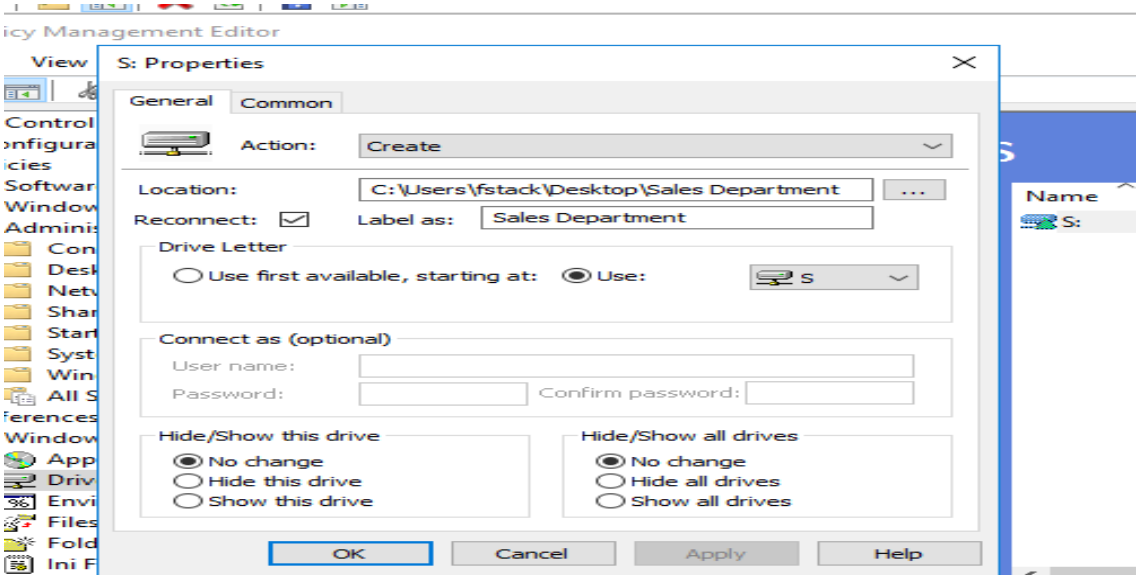
35. FIll in Drive maps information:

A) Location- Shared file's location

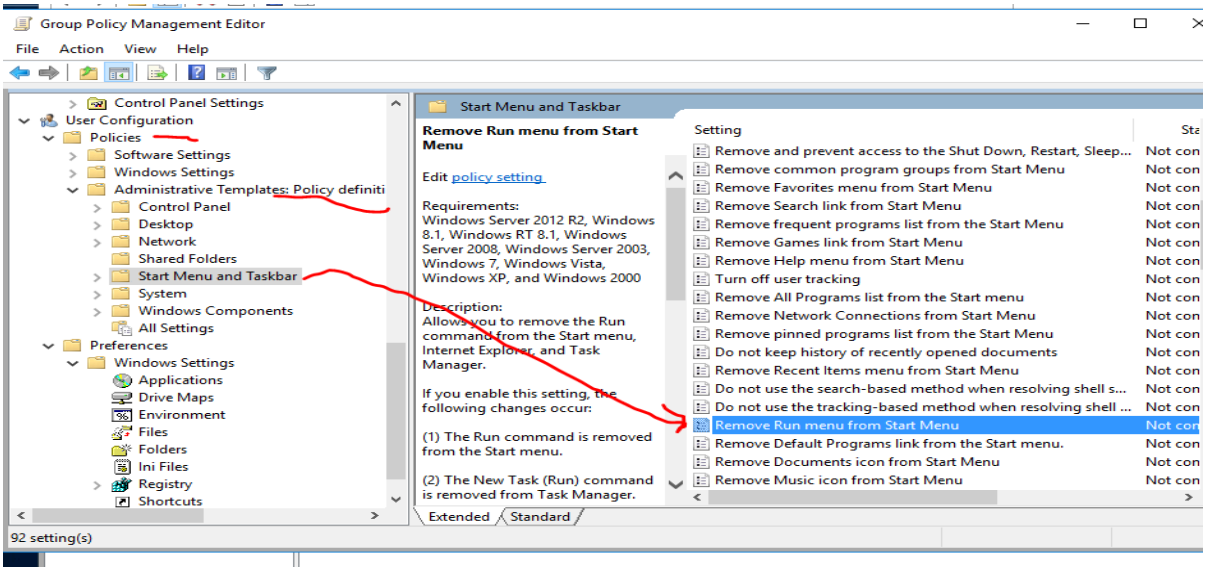
a) To find this: Right click on Shared folder>Properties>Share> Copy Network Path

B) Select Reconnect and Label as: *Anything Relevant*

C) Drive Letter can be first available. I picked S for Sales

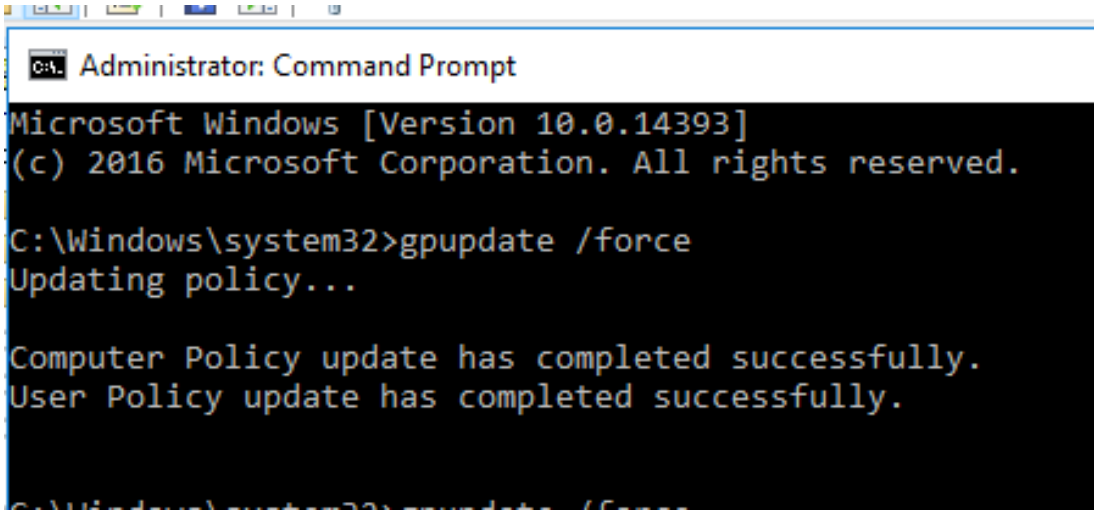


36. Next disable run from start menu
    A) Go to policies>Admin Templates>Start menu and taskbar
    B) Find the ‘Remove Run menu from the Start Menu’ , select and **enable**.
    C) Hit OK



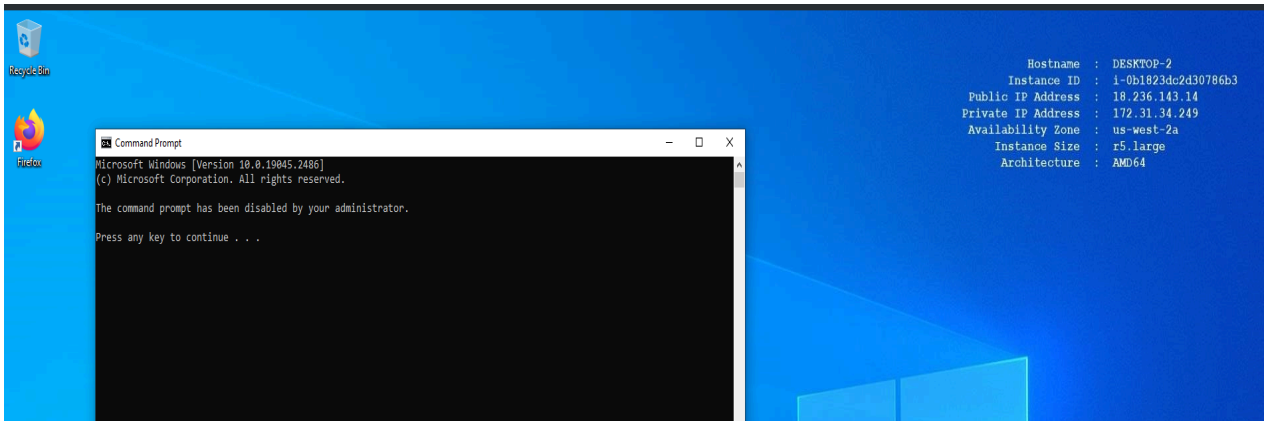
37. Close Group Policy Management Editor

Note:The settings will apply based on the refresh interval or you can force a Group Policy update using the ‘gpupdate /force ‘ command on the control prompt

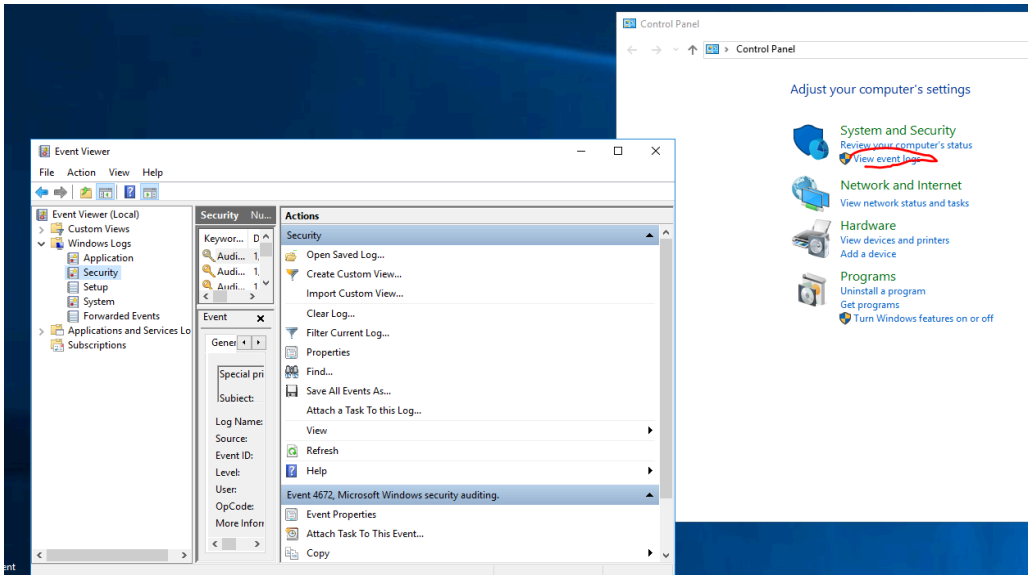


VERIFY SUCCESSFUL LOGIN WITH EVENT VIEWER

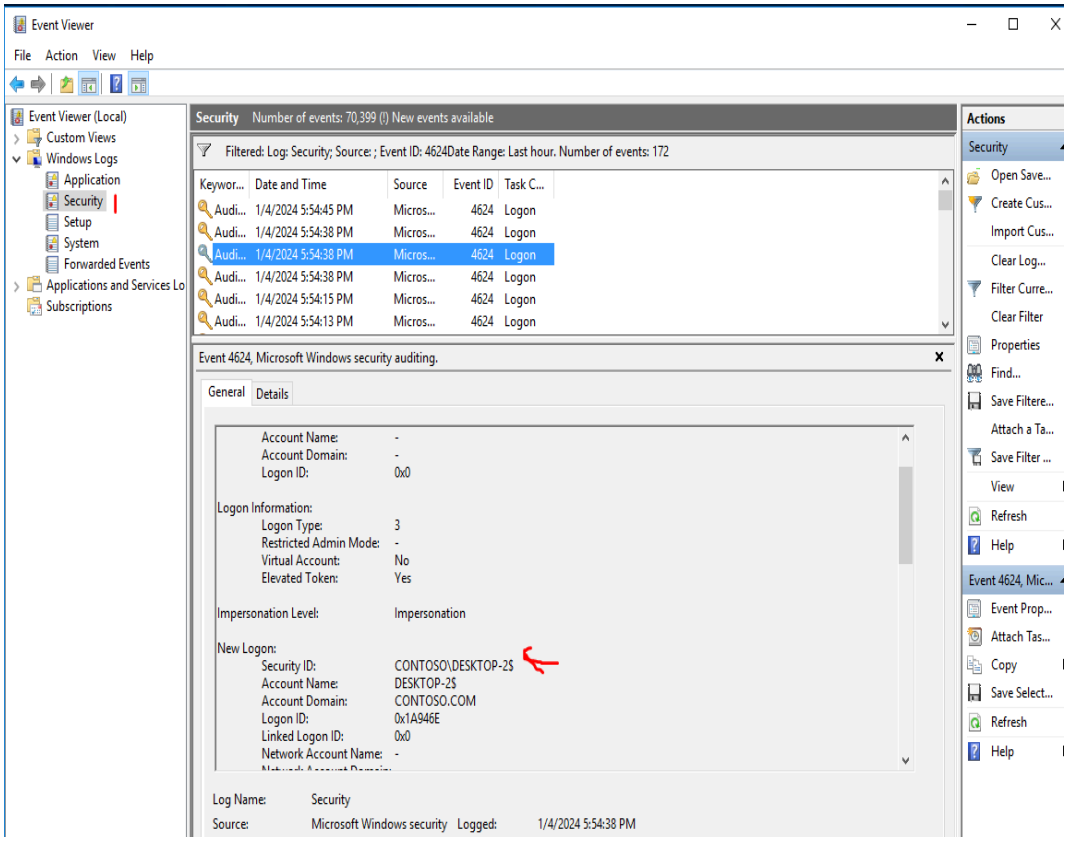
37. Try to login with new user on Desktop-2



38. Then go to your server window.
Go to event logs in control panel>System and Security> view event logs



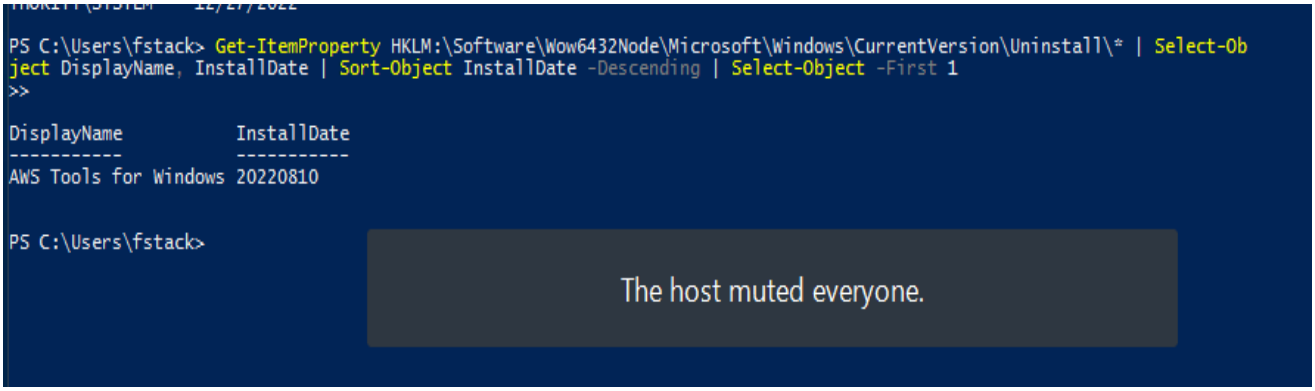
39. Go to security and write down last successful login from your new user. Look for 4624 codes (successful log ons)



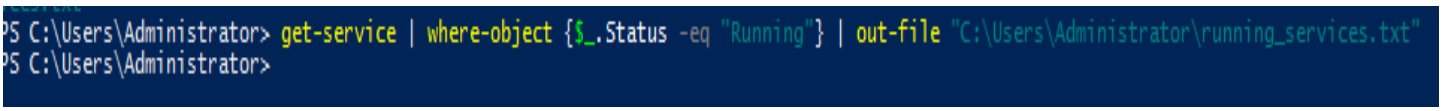
CHECK LATEST INSTALLED PROGRAM USING POWERSHELL

40. Check for latest installed program with powershell
    A) Open powershell using search bar.
    B)Type this command in the GUI

"Get-ItemProperty HKLM:\Software\Wow6432Node\Microsoft\Windows\CurrentVersion\Uninstall | Select-Object DisplayName, InstallDate | Sort-Object InstallDate -Descending | Select-Object -First 1"*



41. Use PowerShell to get a list of "Running" services and send them to a file.
    A) Open PowerShell
    B) Type in this command and enter:
    Get-service |where-object {$_.Status -eq "Running"} | out-file "C:\Users\Administrator\running_serverices.txt"



POWERSHELL SCRIPT TO FILE ALL RUNNING SERVICES

42. Verify Running Services in the file you created.
    A) Open FIle Explorer>Users>Select Administrators
    B) Open “running_services”