

How to Create a Domain User Account

Task. Create a domain user account.

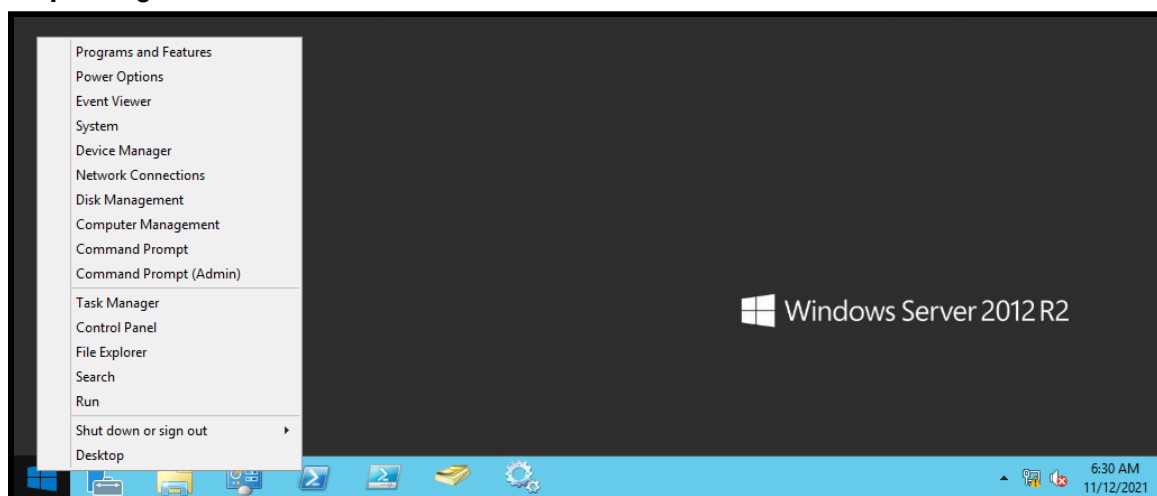
Purpose. Domain user accounts are needed to access resources within the domain.

Conditions. You have domain administrator privileges and access to either a domain controller or a workstation with Remote Server Administration Tools (RSAT) installed.

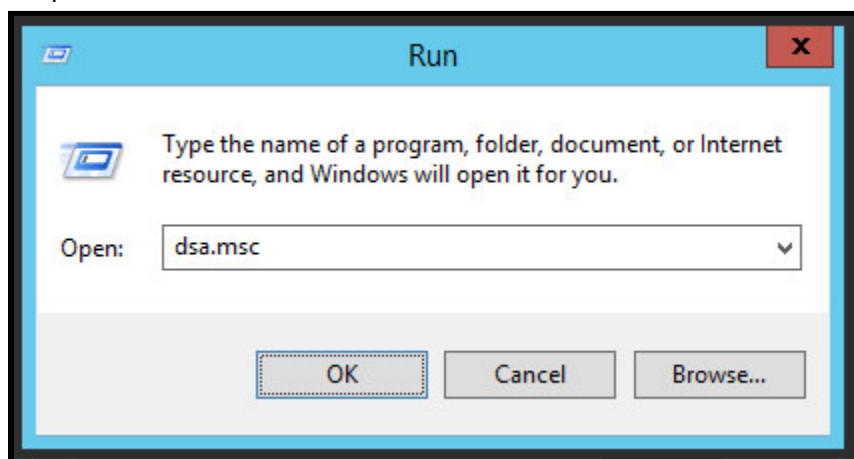
Standard. You were able to create a domain user account.

Step 1. Login to your domain administrator account on either a domain controller or a workstation with RSAT installed.

Step 2. Right-click on the Windows icon in the bottom-left corner and select “Run.”

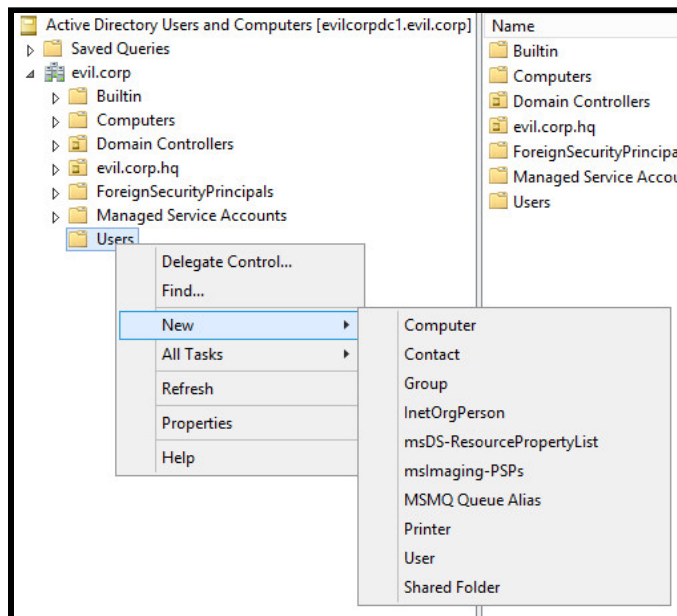


Step 3. Type “dsa.msc” when prompted to open the “Active Directory Users and Computers” snap-in.



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Step 4. Navigate to the Organizational Unit (OU) where the account belongs (most accounts are kept in the “Users” OU until an administrator moves them). Right-click on the OU and then, select “New” and “User.”

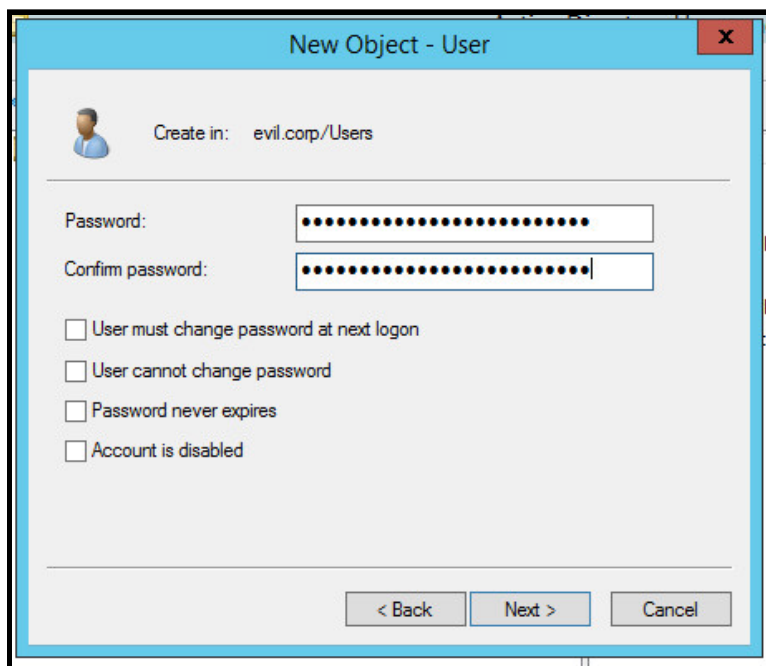


Step 5. Specify a first name, last name, full name, and user logon name. Best practice for a full name is “Last, First.” This allows other administrators to sort accounts by last names in alphabetical order. One naming convention for the user logon name field is “first.last” (include the first letter of the user’s middle name if there are multiple users with the same first and last name). Once complete, click-on “Next.”

A screenshot of the 'New Object - User' dialog box. The title bar says 'New Object - User'. Below the title bar is a user icon and the text 'Create in: evil.corp/Users'. The dialog has several input fields: 'First name:' with 'Victor', 'Initials:' (empty), 'Last name:' with 'Fernandez', 'Full name:' with 'Fernandez, Victor', 'User logon name:' with 'victor.fernandez' and a dropdown menu showing '@evil.corp', and 'User logon name (pre-Windows 2000):' with 'EVIL\' and 'victor.fernandez'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

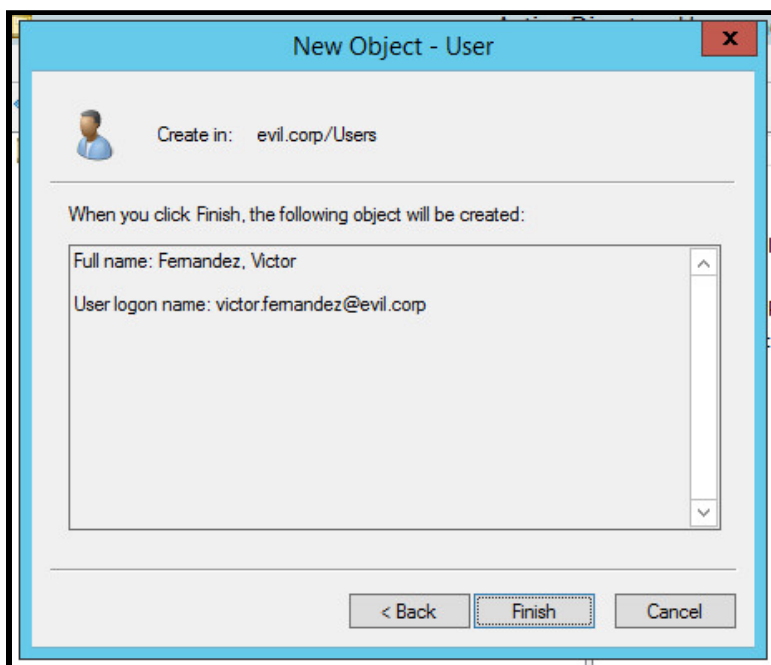
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Step 6. Specify a password. Best practice is using a password with at least 14 characters and at least 2 characters from all supported character sets (uppercase, lowercase, numbers, and special characters). When complete, make sure no boxes are checked and then click-on “Next.”



The screenshot shows the 'New Object - User' dialog box. At the top, it says 'Create in: evil.corp/Users'. Below this, there are two password fields: 'Password:' and 'Confirm password:'. Both fields are filled with dots, indicating a password has been entered. Below the password fields, there are four unchecked checkboxes: 'User must change password at next logon', 'User cannot change password', 'Password never expires', and 'Account is disabled'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Step 7. Click-on “Finish.”



The screenshot shows the 'New Object - User' dialog box. At the top, it says 'Create in: evil.corp/Users'. Below this, there is a text box that says 'When you click Finish, the following object will be created:'. Inside this text box, there are two lines of text: 'Full name: Fernandez, Victor' and 'User logon name: victor.fernandez@evil.corp'. At the bottom, there are three buttons: '< Back', 'Finish', and 'Cancel'. The 'Finish' button is highlighted with a dashed border.