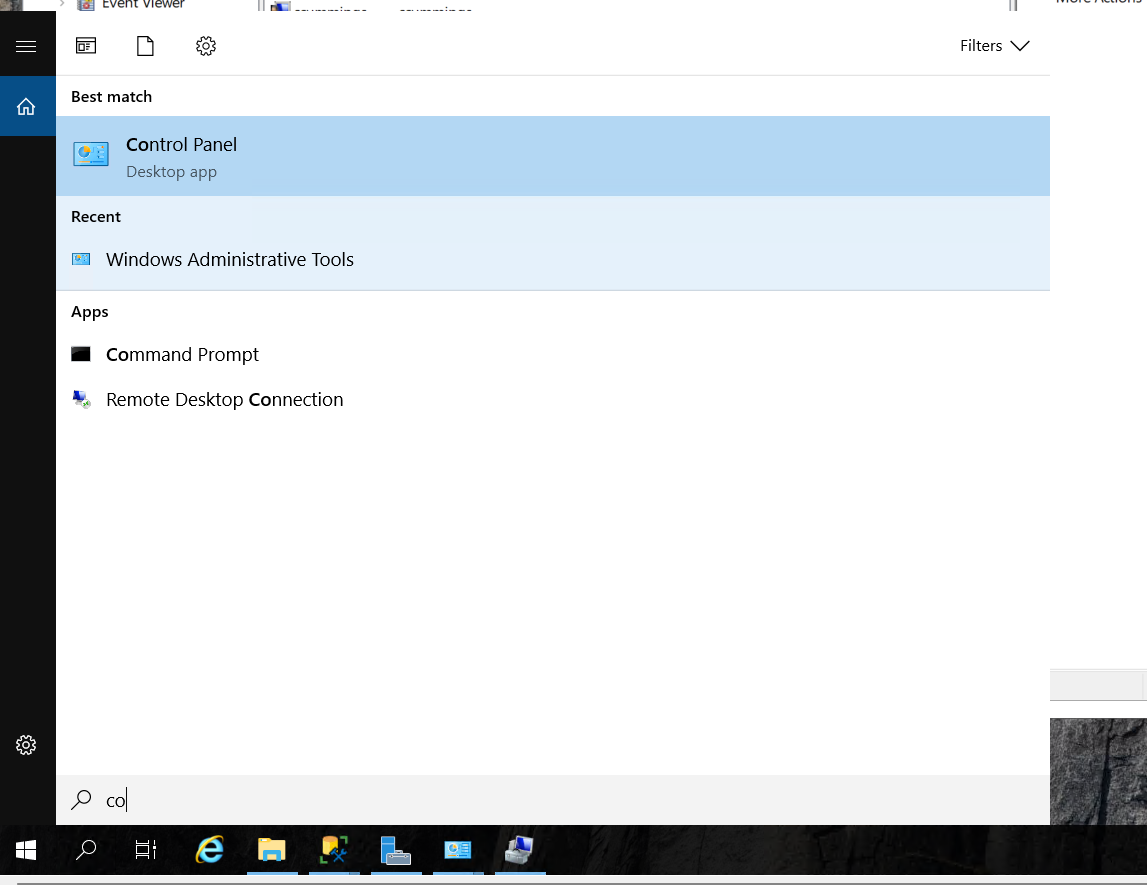
Server User/Admin Account Creation and Modification

**Navigate to:**

* Control Panel



Helpful hint: after opening control panel, set the “view by” drop down in the top right to large icons.

* Administrative tools
* Computer Management
* Local Users and Groups
* Users

You should be here:

Graphical user interface, application, table

Description automatically generated

**To add a user:**

* + Right click under the current users.
  + Click new user

Graphical user interface, application

Description automatically generated

* + Set a name (first initial followed by last name is a good way to do this)
    - Setting a description is not needed but can be useful if you make an account that is for a specific purpose rather than user (for example, a general “DBAdmin” account)
  + Set a unique password
  + Check the box labeled “password never expired”
    - If the team has a designated administrator keeping up with everyone’s accounts and passwords, the box labeled “user cannot change password” would be good to check also.

Graphical user interface, text, application, email

Description automatically generated

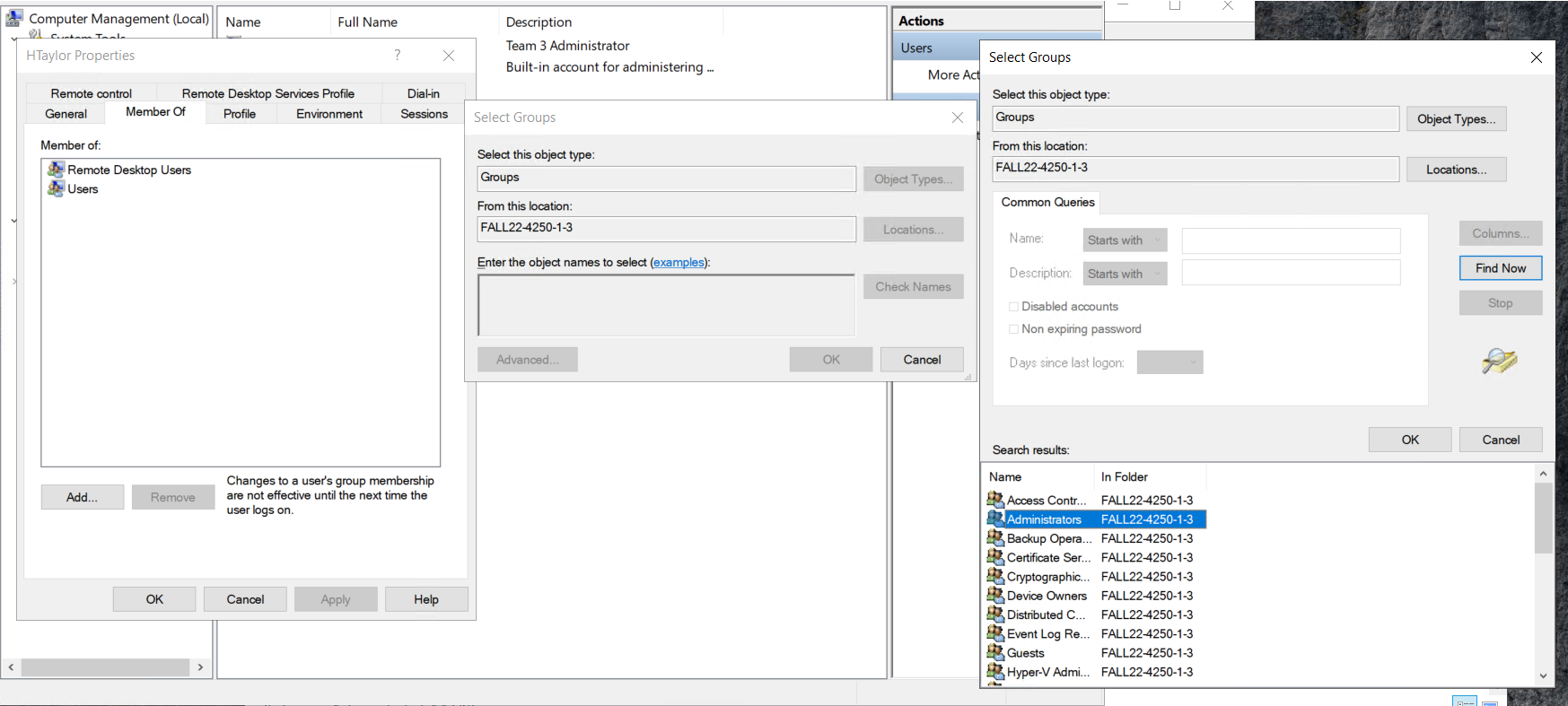
* + create

**To Modify a user account:**

* + Right click on the user – This step must be done to all the users

Adding the users to the Remote Desktop Users Group

* + - Properties
    - Members Of
    - Add
    - Advanced
    - Find now
    - Find the Remote Desktop Users group
      * Tip: start typing and it will search



* + - Double click it
    - Okay
    - If the account needs to be an administrator, follow the same steps but add “administrators” – ONLY do this to accounts that need admin right

**If the password needs changed:**

* + - click change password
    - Proceed
    - Type password
    - Ok

**If other account details need changed:**

* + - properties
    - Make necessary changes
    - Apply/ok

**At the end of the semester, the team administrator(s) must:**

* Delete all student user accounts
  + Before doing so, make sure that all data saved under those accounts is backed up in a folder the admin account (this is in case any important project files were accidentally saved under a user account)
* If there are any accounts that need to remain on the server (there shouldn’t be), the accounts need to be disabled.
  + After right clicking on the account, click “disable account”
  + Be sure you don’t do this to the admin account
* The admin account password needs to be given to the professor