

StackFull IT Runbook

This runbook documents the IT Pre-onboarding process for setting up a new machine for new employees at StackFull. This setup ensures each machine is secure, compliant with IT policies, and ready for use immediately. It will go over the procedures on how to connect your workstation to the correct domain, create new users and groups for different departments, how to create and change group policies, search logs through Event Viewer, and write scripts on Powershell.

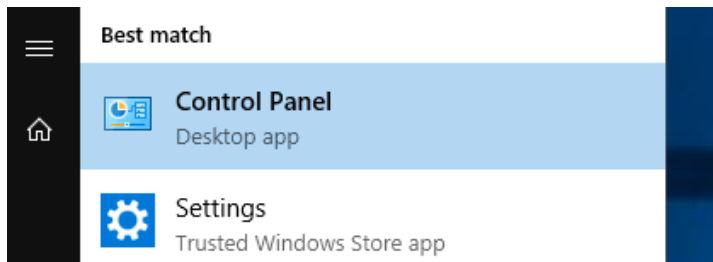
Name: John Doe

Role: Sales Associate

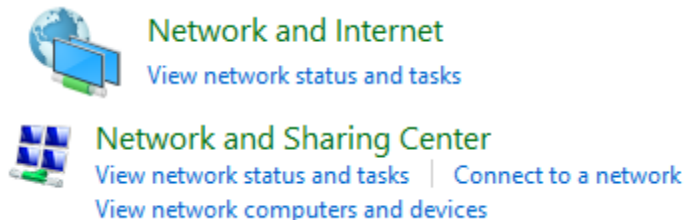
Department: Sales

1. Joining a Domain

Log into the computer using the username and password administrator/Pa\$\$w0rd. Once you're logged in, you want to make your way to the Control Panel. Click the Windows button on the screen or on your keyboard, and search "Control Panel" and open it.



Once you're in the Control Panel, click on "Network and Internet" and then "Network and Sharing Center."




Within the Network and Sharing Center, click on the blue "Ethernet 2" and click on Properties so you can edit the IPv4 Address. Within Properties, double click Internet Protocol Version 4 (TCP/IPv4).

View your basic network information and set up connections

View your active networks

contoso.com
Domain network

Access type: Internet
Connections:  Ethernet 2

Change your networking settings




[Set up a new connection or network](#)

Set up a broadband, dial-up, or VPN connection; or set up a router or access point.



[Troubleshoot problems](#)

Diagnose and repair network problems, or get troubleshooting information.

 Ethernet 2 Status ✕

General

Connection

IPv4 Connectivity:

Internet

IPv6 Connectivity:

No network access

Media State:

Enabled

Duration:

01:38:47


Speed:

25.0 Gbps

Details...

Activity

Sent



Received

Bytes:

65,443,934

|

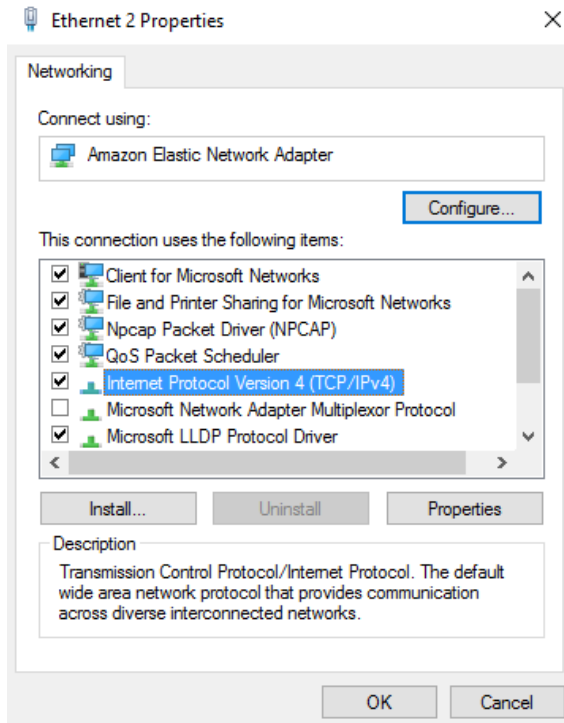
96,294,863

Properties

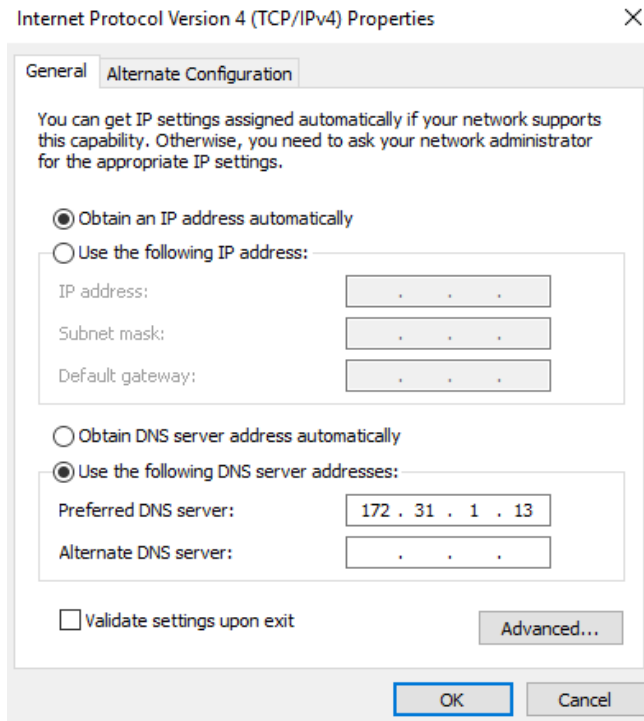
Disable

Diagnose

Close



Within Internet Protocol Version 4 (TCP/IPv4), change the DNS server address to 172.31.1.13, which was retrieved through cmd.exe in the main server using the **ipconfig** command, then click apply and OK to confirm the change.



```

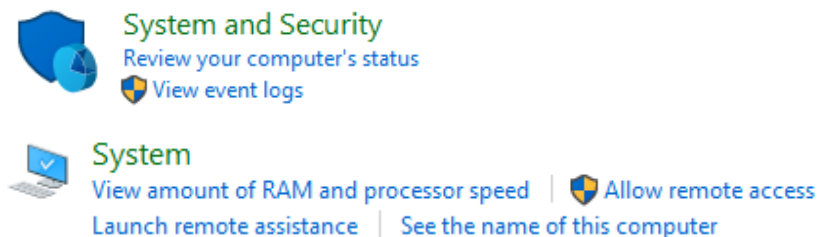
C:\Users\fstack>ipconfig

Windows IP Configuration

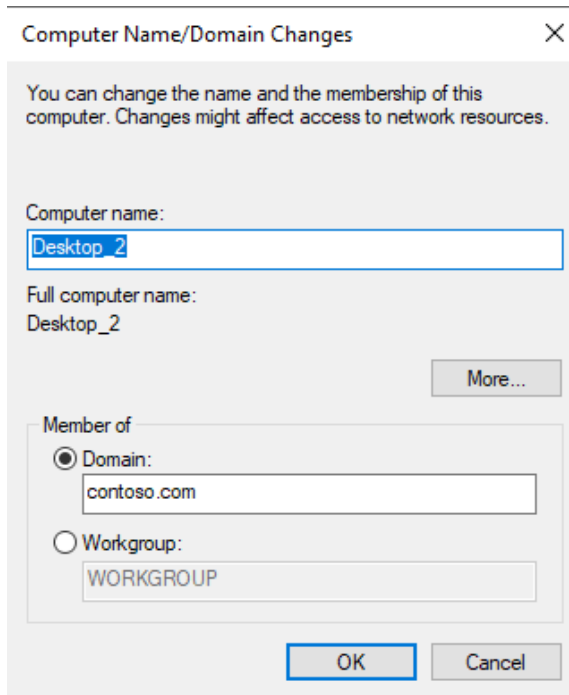
Ethernet adapter Ethernet 2:

    Connection-specific DNS Suffix  . : us-west-2.compute.internal
    Link-local IPv6 Address . . . . . : fe80::e4ae:2329:4fa7:8595%2
    IPv4 Address. . . . . : 172.31.1.13
    Subnet Mask . . . . . : 255.255.240.0
    Default Gateway . . . . . : 172.31.0.1
  
```

Now that you've changed the IP address, go back to the Control Panel and click into "System and Security" and then "System."

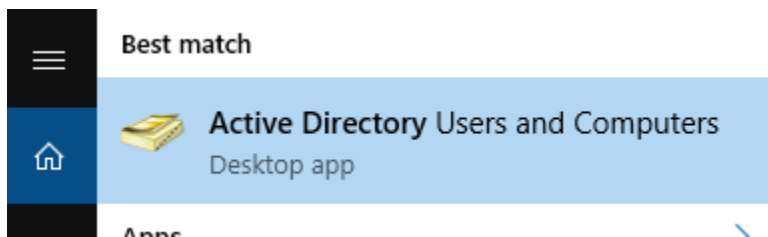


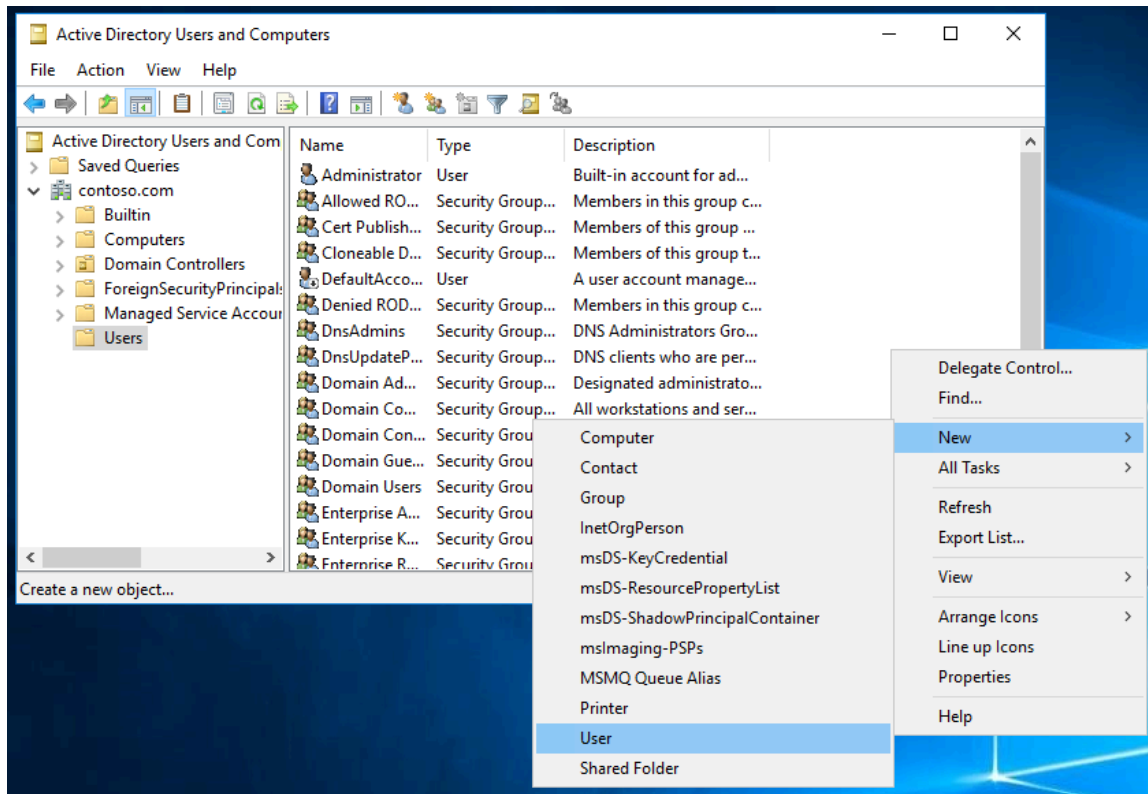
Within the System, click into "Advanced Settings," and click "Computer Name Change." Then change the Computer name to Desktop_2 and below that, change the Domain to contoso.com. Now we are officially signed into the contoso domain.



2. Create a User

Now that you've changed the computer domain to contoso, switch back to the main server and create a new user for the new hire. Start by clicking the Windows key and search up "Active Directory Users and Computers." Once you're in, click into "Users" and right click the window, hover over "New" and click "User."





This will prompt you to fill in any information regarding the John Doe and create a username, which will be John_Doe1. Once you're done, click next and you'll be prompted to fill out a new password. For this user, you can "Password12345," but it can be changed later on. Click next, and then "Finish" to successfully create the user.

New Object - User

Create in: contoso.com/Users

First name: John Initials:

Last name: Doe


Full name: John Doe

User login name: John_Doe1 @contoso.com

User login name (pre-Windows 2000): CONTOSO\ John_Doe1

< Back Next > Cancel

New Object - User ✕

 Create in: contoso.com/Users

Password:

Confirm password:


☐ User must change password at next logon

☐ User cannot change password

☐ Password never expires

☐ Account is disabled

New Object - User ✕

 Create in: contoso.com/Users

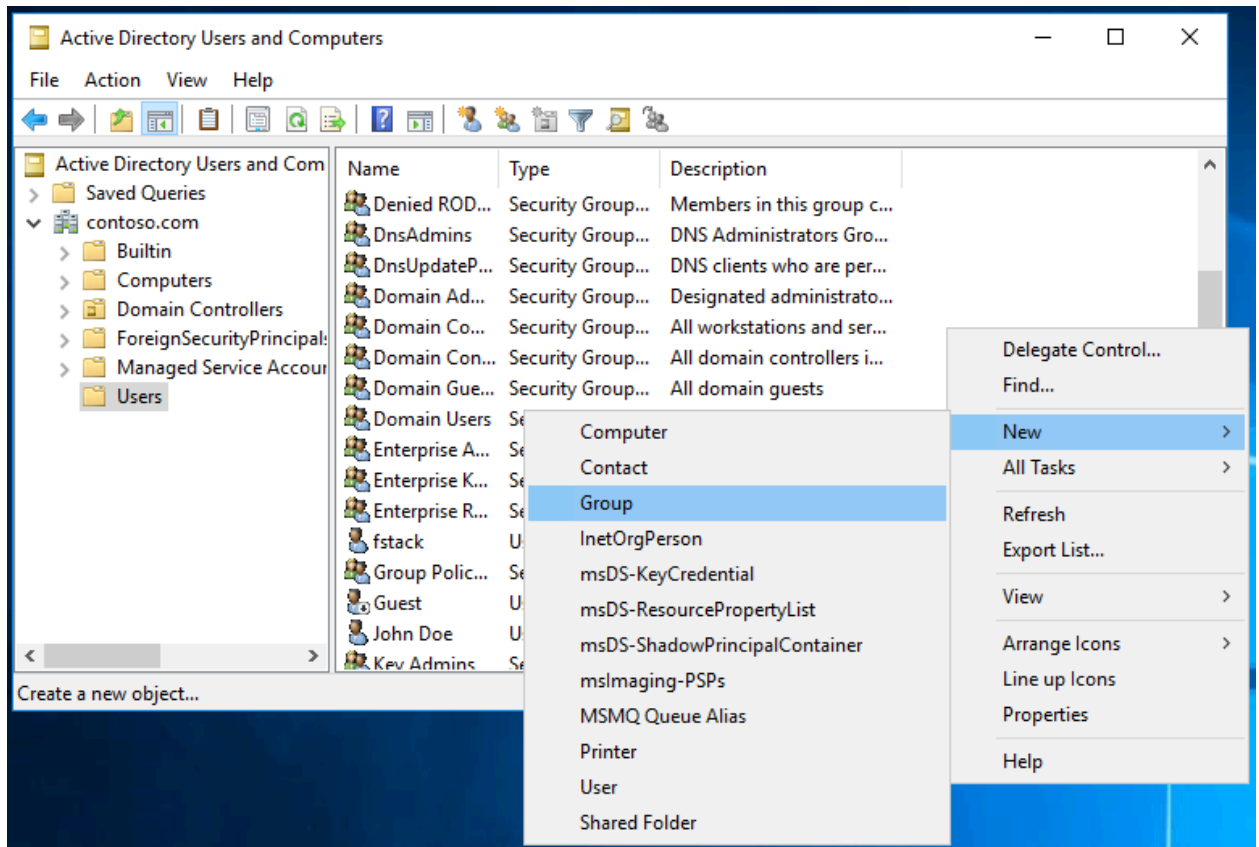
When you click Finish, the following object will be created:

Full name: John Doe

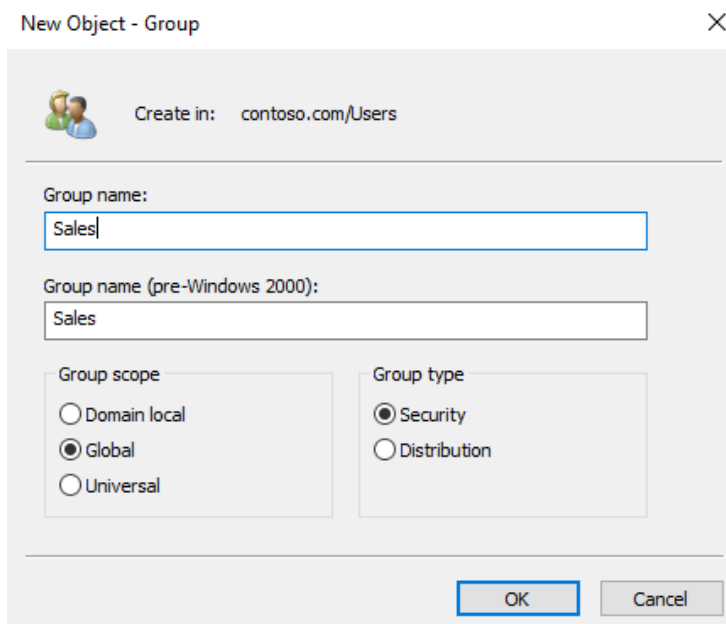
User login name: John_Doe1@contoso.com

3. Create a Group

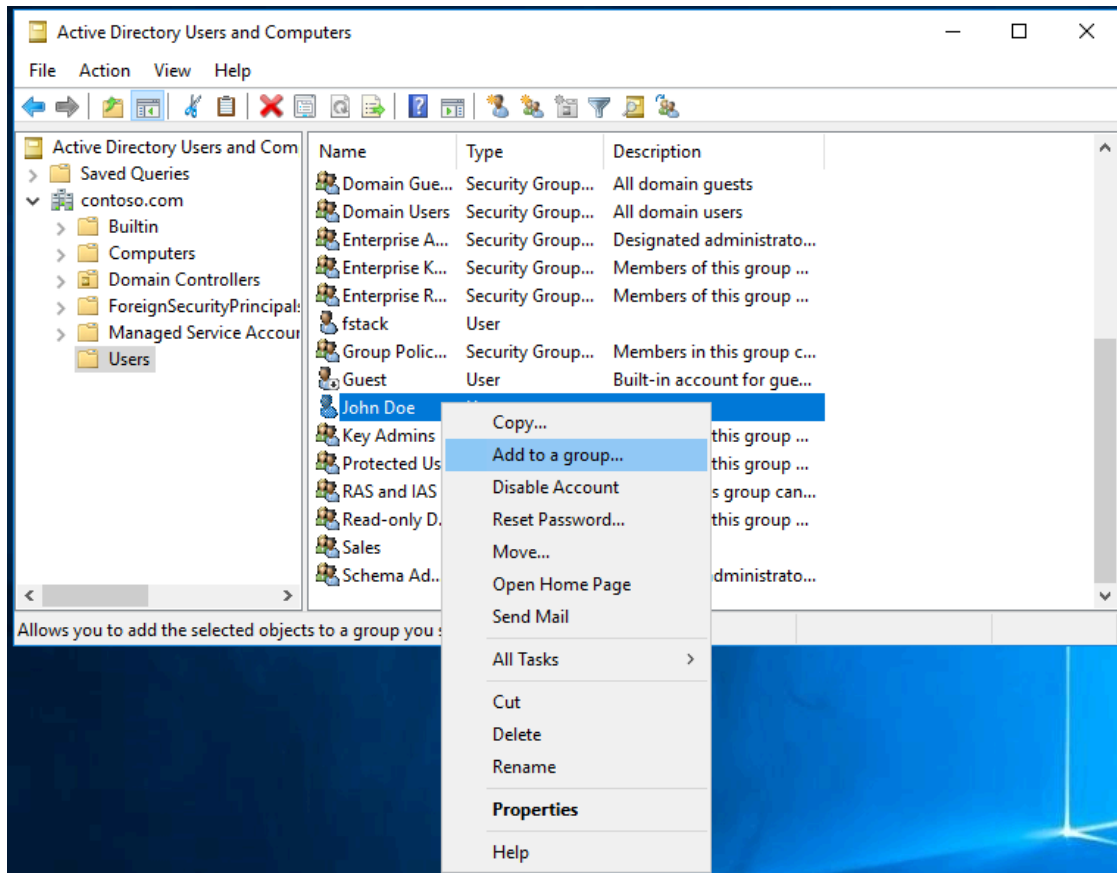
While you're still in the Active Directory Users and Computers window, click on Users, then right click and hover over New and click on Group.



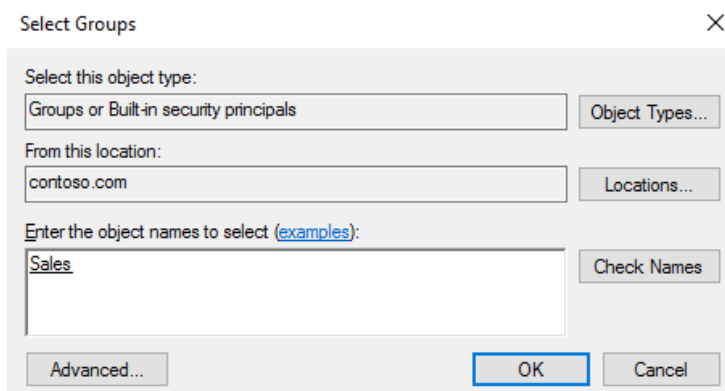
This will prompt you to create a new group. Name the group “Sales” then click ok to create the group.

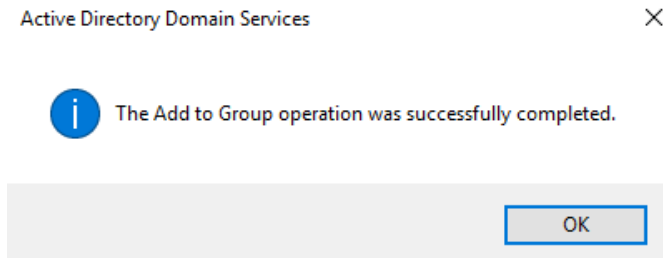


Once you've created the group "Sales," you want to add John Doe to that group so scroll down the Users list until you find the user John Doe and right click the name. You will find the option to "Add to a group." Click that.



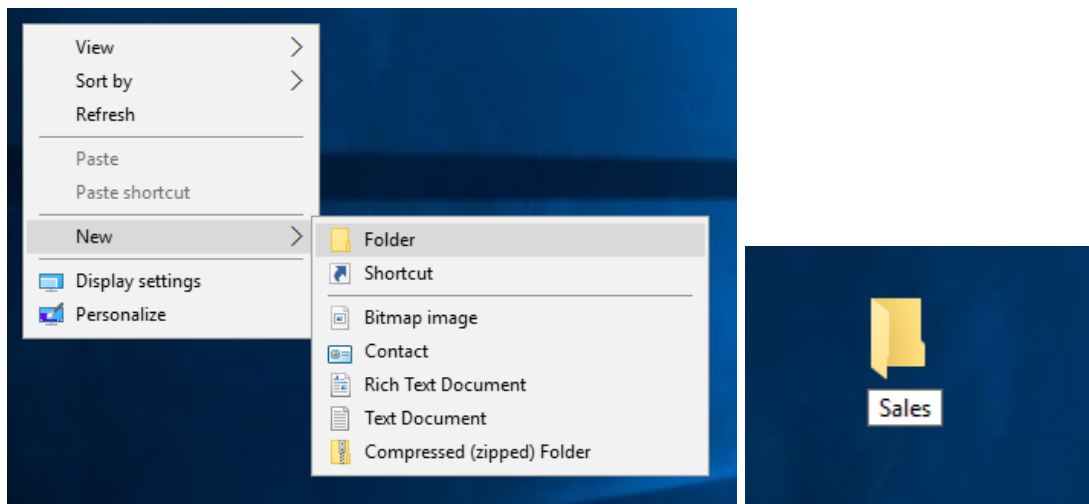
You will be prompted to search for a group, so type the "Sales" into the search box then click ok to confirm. Another window will pop up after to confirm your action.



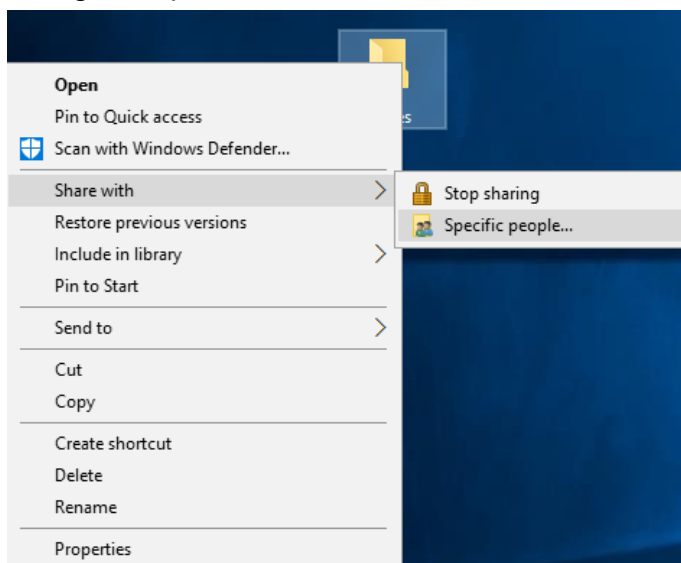


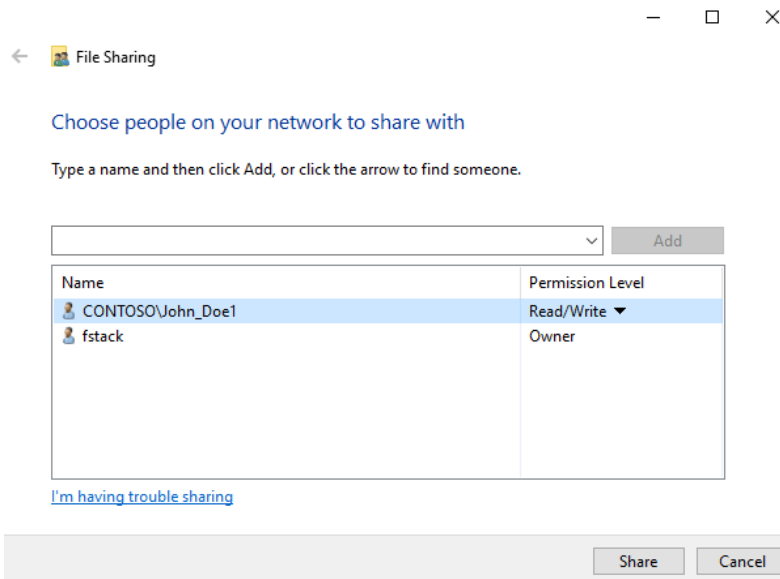
4. Create a shared folder and share

Go to your desktop and right click anywhere and hover over “New,” then click “Folder.” Name the folder “Sales.”

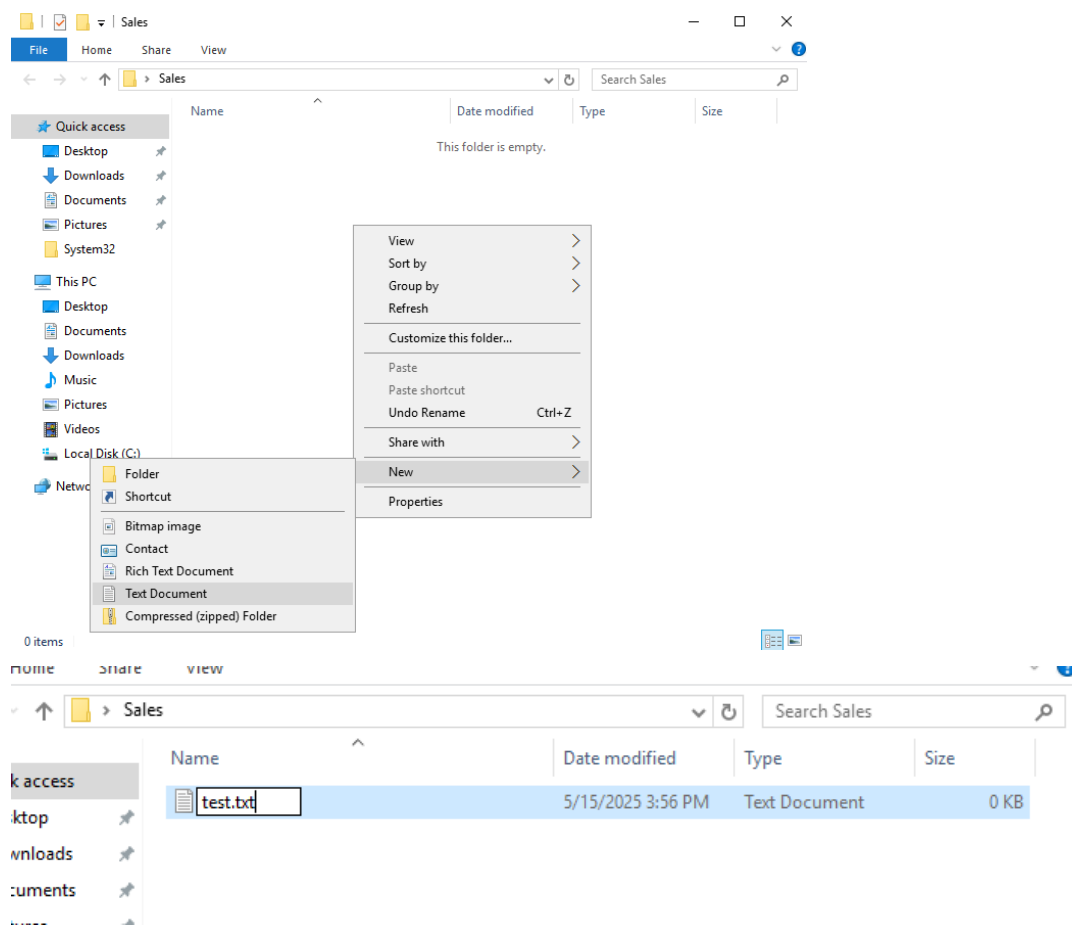


Right click the Sales folder and hover over “Share with” and click “Specific people.” In the window, look up John Doe and add the user to the share list and change the permission from Read to Read/Write.



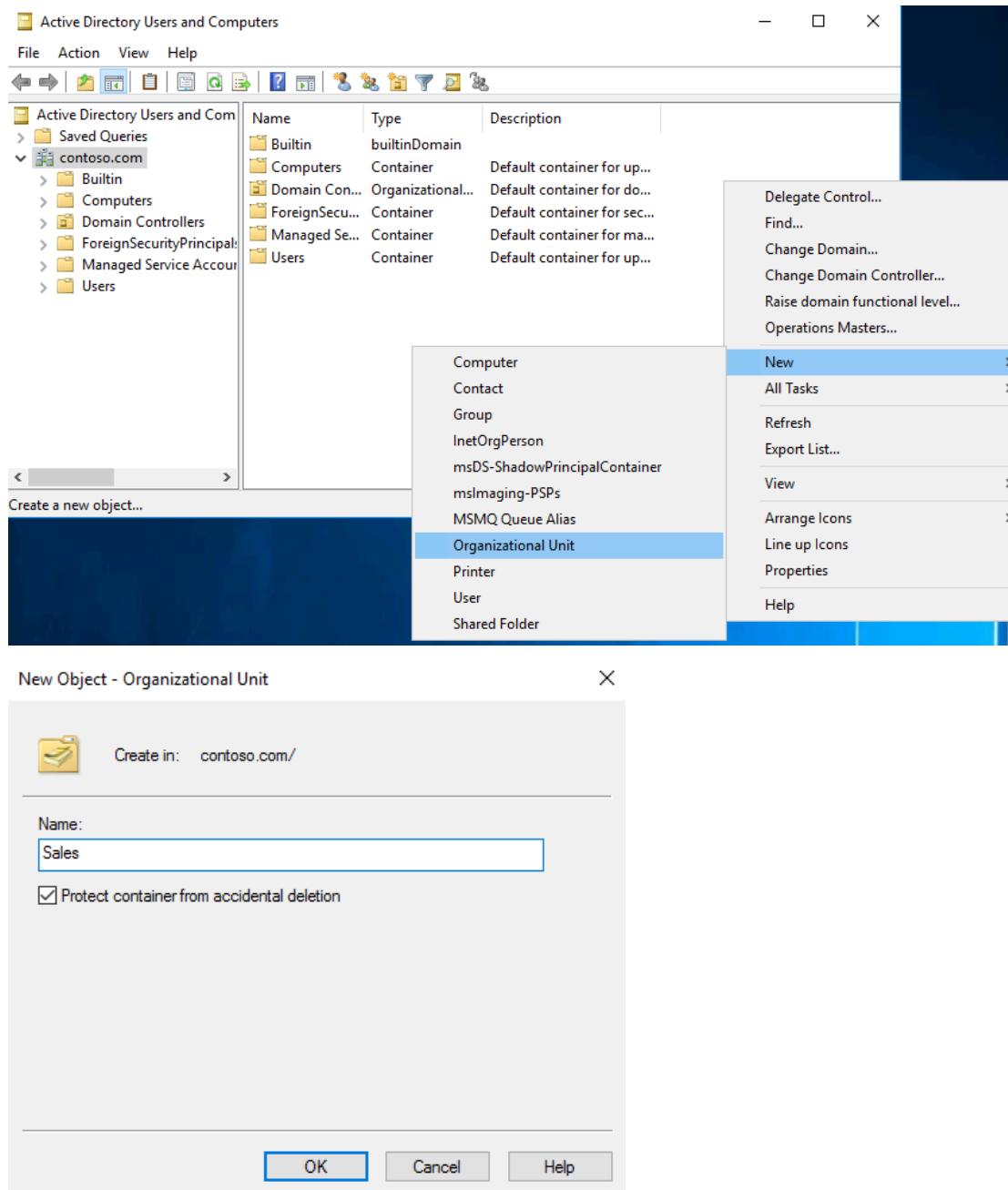


Go into the folder and create a new text file by right clicking and hovering over “New” and click “Text Document.” Name the new file “test.txt.”

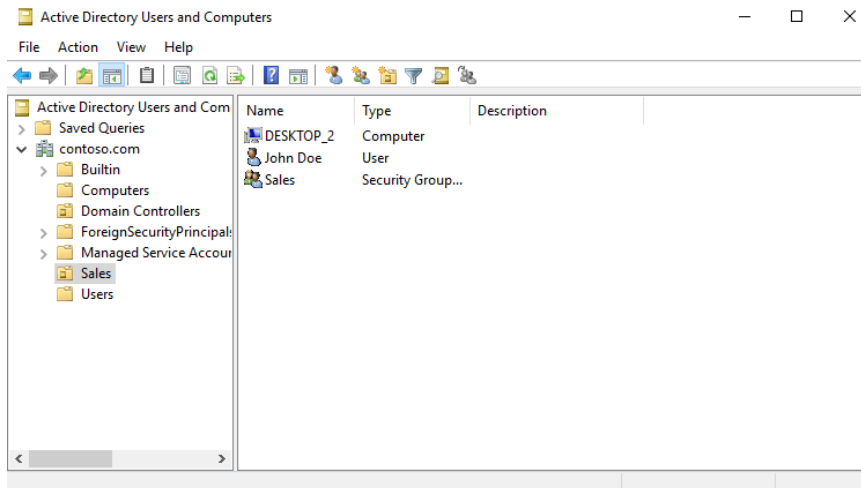


5. Create an Organization Unit

Search using the windows key to search up and open Active Directory Users and Computers. Within the contoso.com tab, right click and hover “New” and click “Organizational Unit.” Name the new OU “Sales” and click OK to confirm.

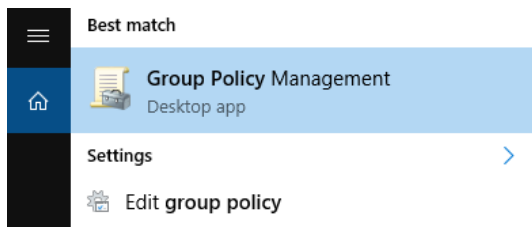


Now drag the Computer, the new User, and the new Group into the OU Sales. It should contain and look like the items below.

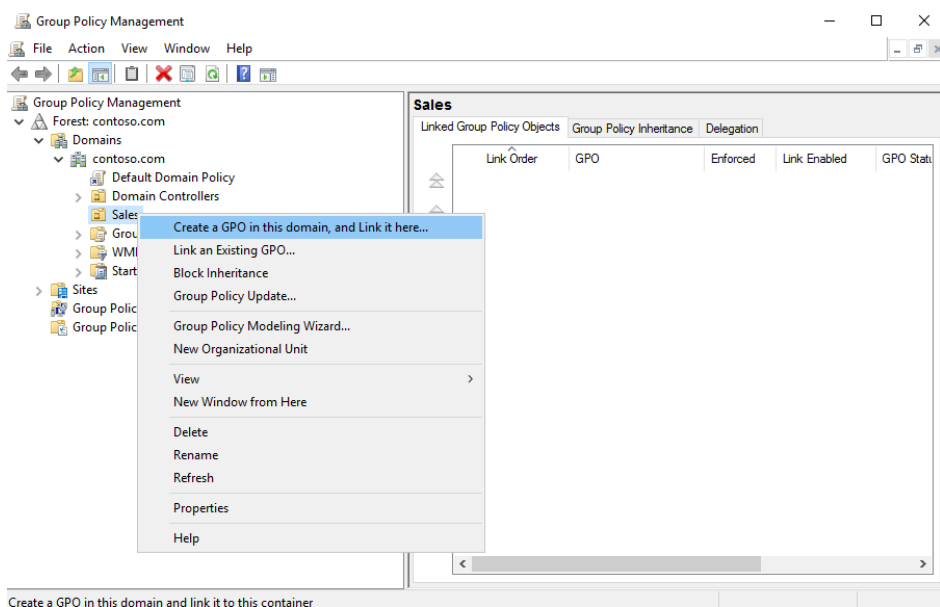


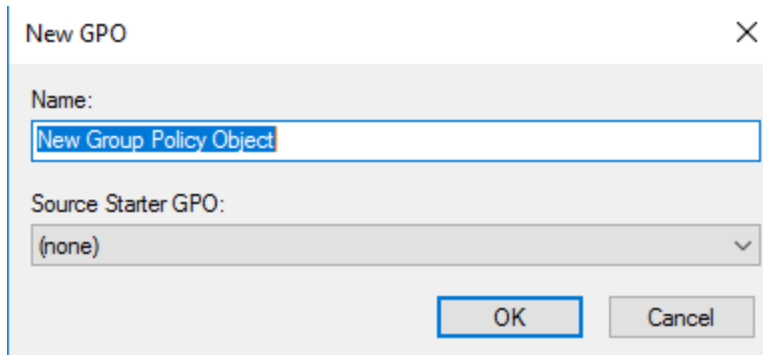
6. Create a Group Policy Unit

Click the windows key then search “Group Policy Management” and open it.



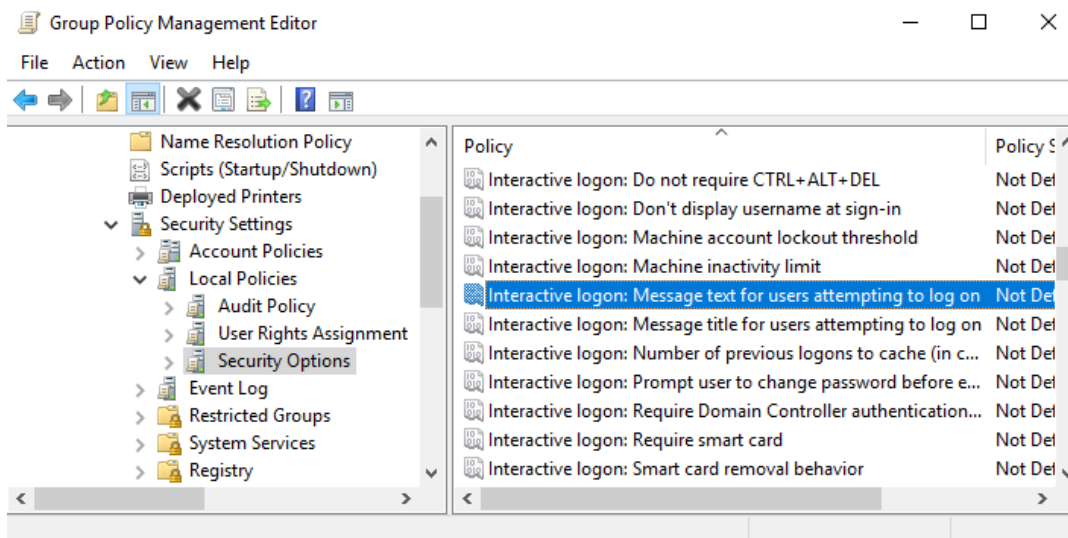
In that window, on the left side, click on the contoso.com tab, then the Sales OU. Right click it and click on “Create a GPO in this domain, and Link it here.” You will be prompted to name the GPO, but I will leave the name as “New Group Policy Object” and click OK to confirm it.



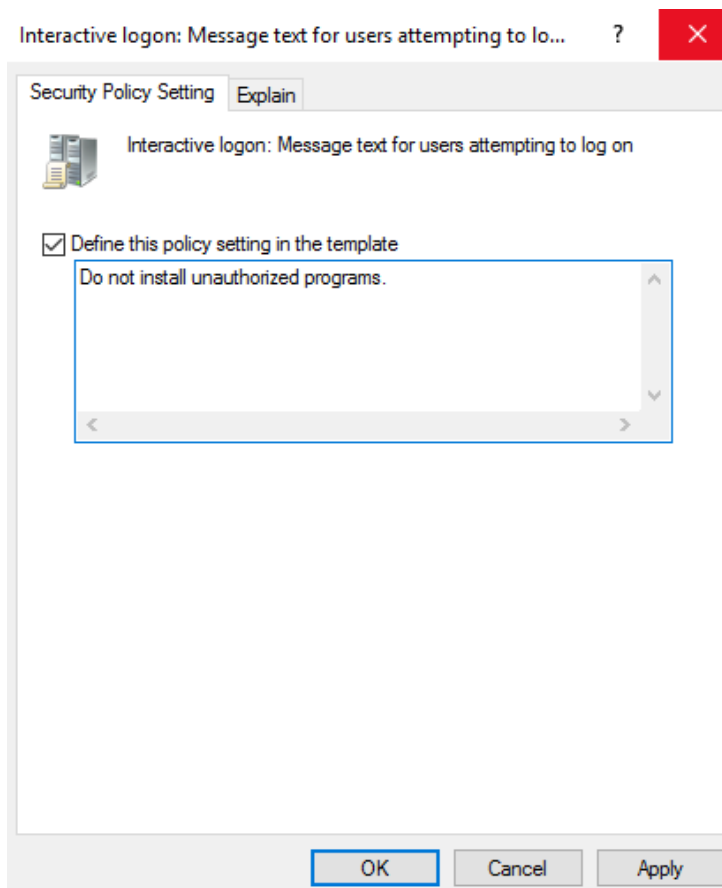


7. Edit the GPO

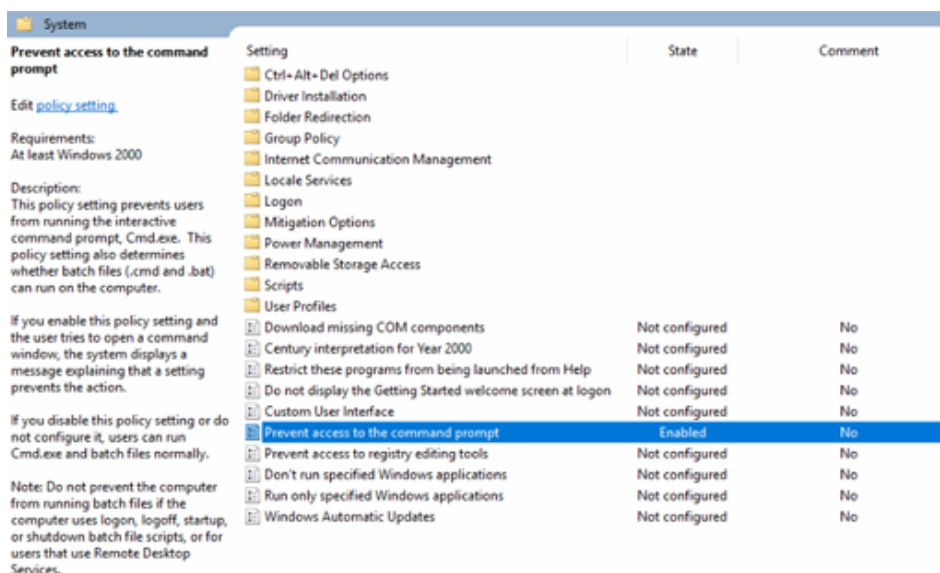
Right click that new GPO and will bring you to a “Group Policy Management Editor” where you will apply multiple rules. The first rule you want to apply is a message that appears whenever the computer starts that says, “Do not install unauthorized programs. In order to get there, you must click on Windows Settings ➔ Security Settings ➔ Local Policies ➔ Security Options, then scroll down the policy list until you see “Interactive logon: Message text for users attempting to log on” and double click it.



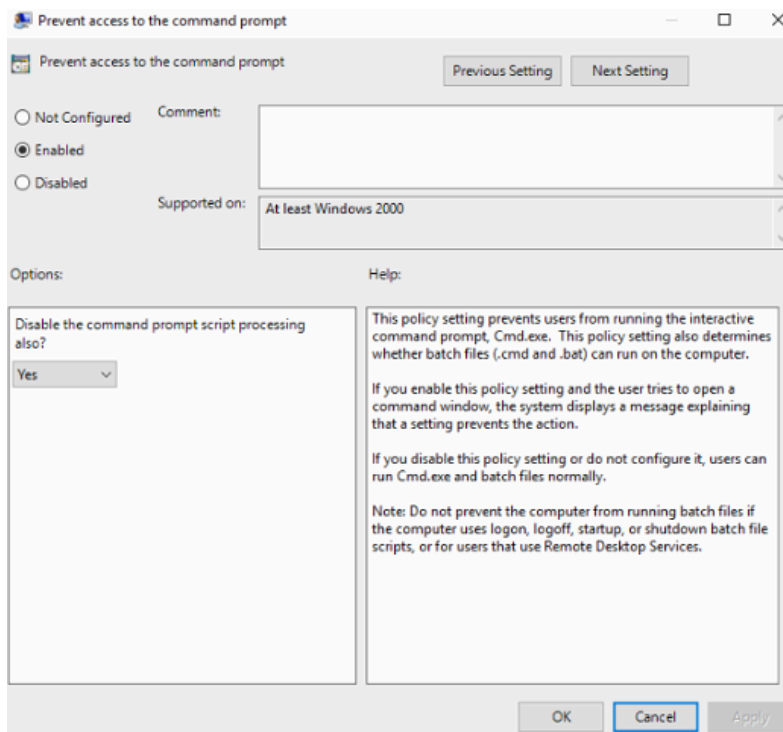
You will be prompted to fill in the text box, type in “Do not install unauthorized programs.” and click apply and OK.



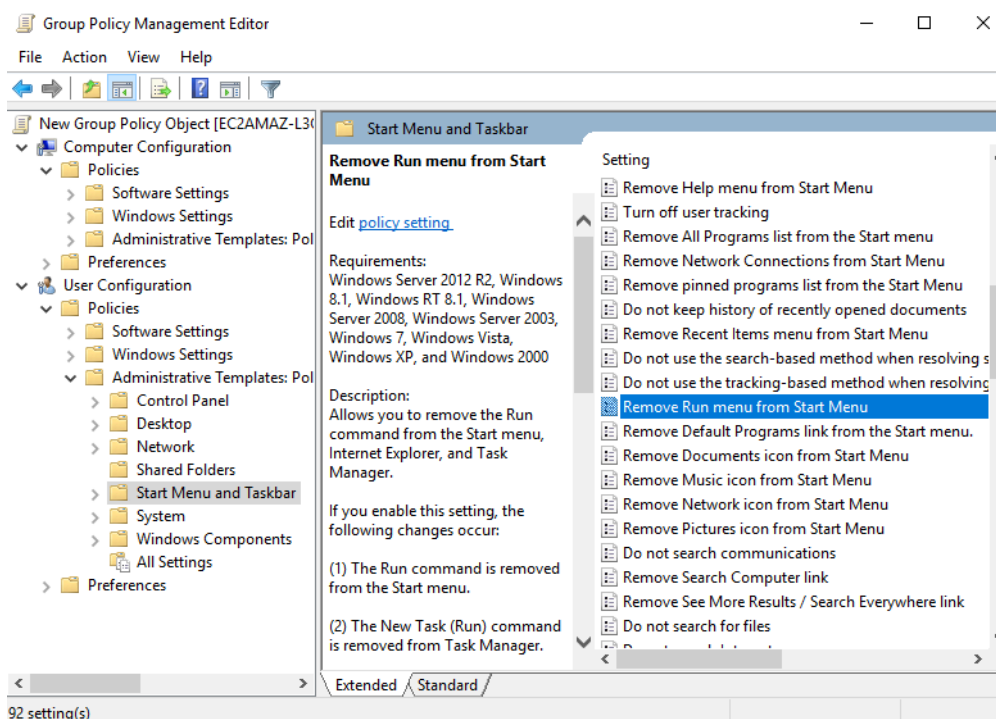
For the next policy, you want to prevent the user's access to CMD. Navigate back to the GPO tabs and click on Administrative Templates: Policy definitions ➡ System, then find the setting titled, "Prevent access to the command prompt," and double click it.



You'll be prompted with another window, where the setting is Disabled. Click enabled then click apply and OK.



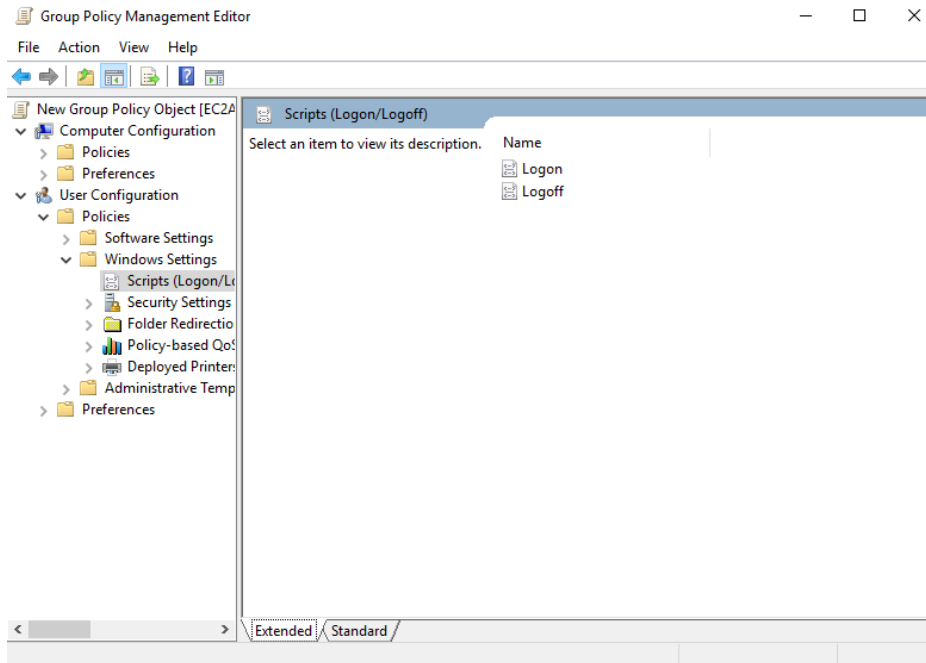
For the next policy, you want to enable the policy that disables the run command from the start menu. To do that, click User Configuration ➡ Policies ➡ Administrative Templates: Policy definitions ➡ Start Menu and Taskbar, then find the setting “Remove Run menu from Start Menu” and double click it.



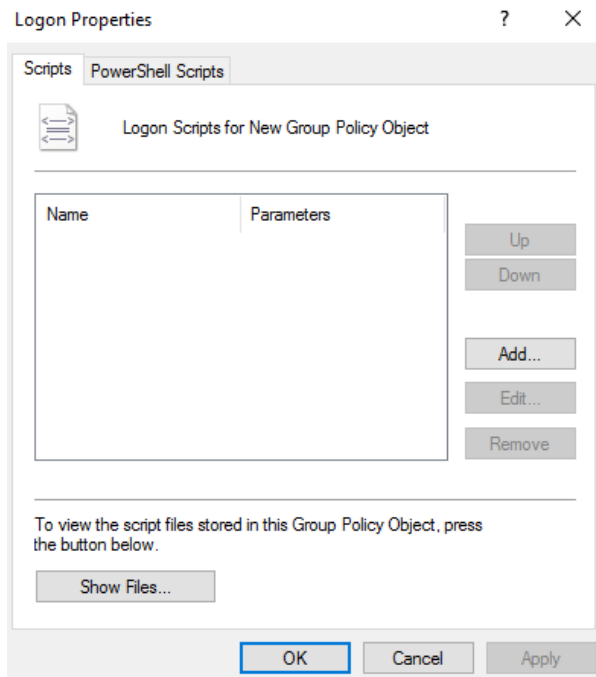
Another window will show up and you will click enabled and then Apply and OK.

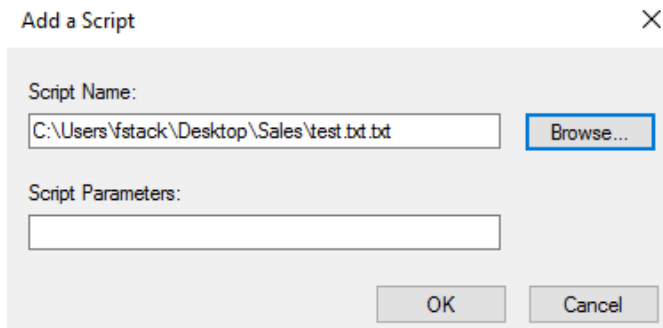
The screenshot shows the 'Remove Run menu from Start Menu' Group Policy window. The window has a title bar with standard Windows controls. Inside, there are 'Previous Setting' and 'Next Setting' buttons at the top right. On the left, there are three radio buttons: 'Not Configured', 'Enabled' (which is selected), and 'Disabled'. To the right of these is a 'Comment:' text box. Below the radio buttons is a 'Supported on:' section with a list of operating systems: 'Windows Server 2012 R2, Windows 8.1, Windows RT 8.1, Windows Server 2008, Windows Server 2003, Windows 7, Windows Vista, Windows XP, and Windows'. At the bottom left is an 'Options:' section with a large empty box. At the bottom right is a 'Help:' section containing the following text: 'Allows you to remove the Run command from the Start menu, Internet Explorer, and Task Manager. If you enable this setting, the following changes occur: (1) The Run command is removed from the Start menu. (2) The New Task (Run) command is removed from Task Manager. (3) The user will be blocked from entering the following into the Internet Explorer Address Bar: --- A UNC path: \\<server>\<share> ---Accessing local drives: e.g., C: --- Accessing local folders: e.g., \temp> Also, users with extended keyboards will no longer be able to display the Run dialog box by pressing the Application key (the'. At the bottom right are 'OK', 'Cancel', and 'Apply' buttons.

For the last rule, you want to add a script to the user's login to map the share you created. To do that, go back to the Group Policy Management Editor and click on User Configuration ➡ Policies ➡ Windows Settings ➡ Scripts (Logon/Logoff) ➡ Logon and double click it.



A “Logon Properties” window will open, click “Add” and you’ll be prompted to add a file. Add the test.txt file that was saved in the Sales folder.



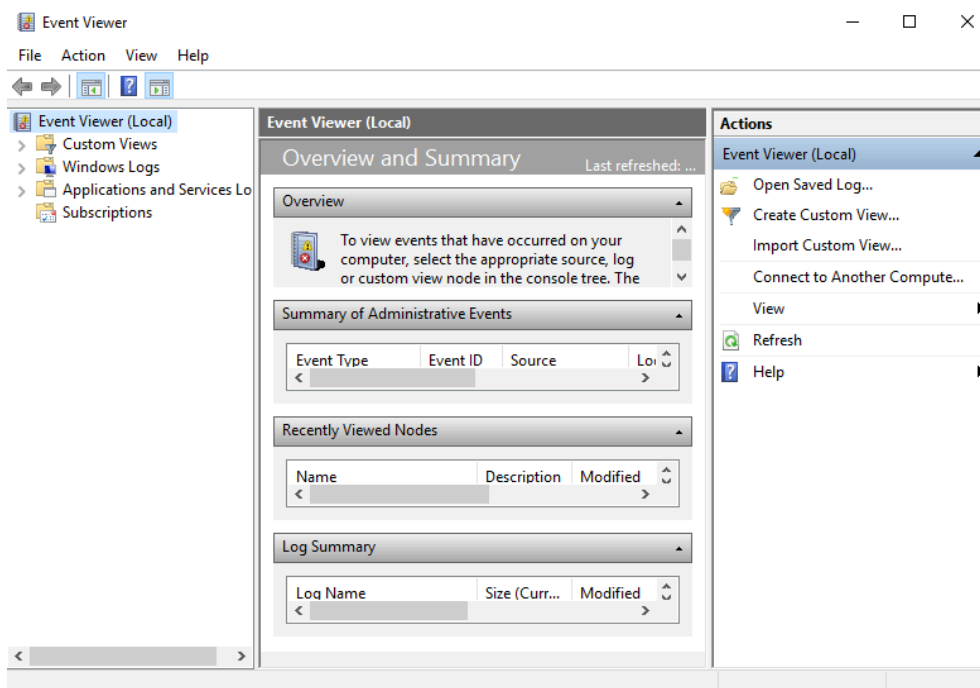


Once you're done, go back to the Group Policy Management window and make sure that the GPO you just made is enforced.

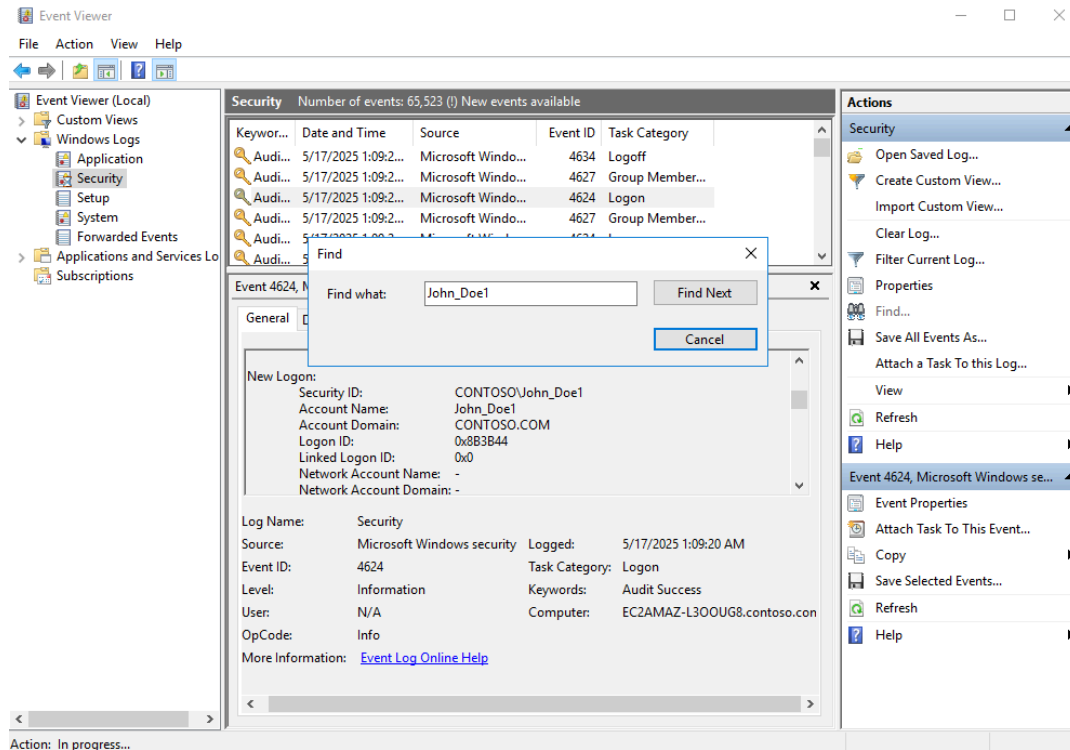
Location	Enforced	Link Enabled	Path
Sales	Yes	Yes	contoso.com/

8. Event Viewer Logs

Using the “Event Viewer,” we want to write down the last successful login from the user. Click the Windows key and search for “Event Viewer” and open it. You will have a window that looks like this:

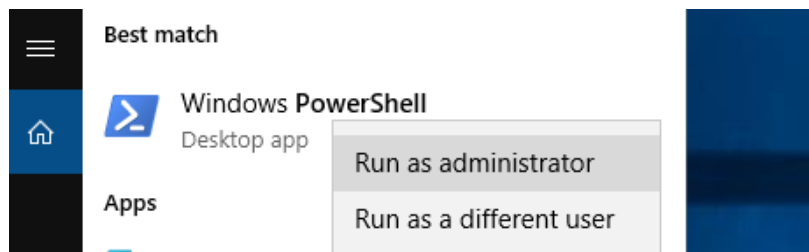


Click on “Windows Logs” and then “Security.” On the top left of the window, click on “Action” and then “Find.” You will be prompted to input a search keyword; input “John_Doe1” and click enter. You can see that the last successful login was 5/17/2025 1:09:20 AM.



9. Powershell Installed Programs

Click the Windows key and search up “Powershell,” and before you open it, right click and open Powershell as administrator.



In Powershell, you want to check what the latest programs installed on the computer are. To do that, type in, “Get-WmiObject -Class Win32_Product” and click enter. You get a similar result like the picture below.

```
Administrator: Windows PowerShell
Windows PowerShell
Copyright (C) 2016 Microsoft Corporation. All rights reserved.

PS C:\Windows\system32> Get-WmiObject -Class Win32_Product

IdentifyingNumber : {3407B900-37F5-4CC2-B612-5CD5D580A163}
Name              : Microsoft Visual C++ 2022 X64 Minimum Runtime - 14.32.31332
Vendor           : Microsoft Corporation
Version          : 14.32.31332
Caption          : Microsoft Visual C++ 2022 X64 Minimum Runtime - 14.32.31332

IdentifyingNumber : {5A6DED90-DBEF-47F5-AAAB-915E6447CA58}
Name              : Amazon SSM Agent
Vendor           : Amazon Web Services
Version          : 3.2.582.0
Caption          : Amazon SSM Agent

IdentifyingNumber : {F4499EE3-A166-496C-81BB-51D1BCDC70A9}
Name              : Microsoft Visual C++ 2022 X64 Additional Runtime - 14.32.31332
Vendor           : Microsoft Corporation
Version          : 14.32.31332
Caption          : Microsoft Visual C++ 2022 X64 Additional Runtime - 14.32.31332

IdentifyingNumber : {2A37BC85-93D0-457D-ACD1-2FC70AFF2F69}
Name              : AWS Tools for Windows
Vendor           : Amazon Web Services Developer Relations
Version          : 3.15.1737
Caption          : AWS Tools for Windows

IdentifyingNumber : {E39B9296-5D94-4B40-8AF3-C377641A8895}
Name              : NICE DCV Virtual Display
Vendor           : NICE Software
Version          : 1.3.58.0
Caption          : NICE DCV Virtual Display

IdentifyingNumber : {9EEF7A59-0057-48F2-A993-0D0F46F57DE5}
Name              : AWS PV Drivers
Vendor           : Amazon Web Services
Version          : 8.4.2
Caption          : AWS PV Drivers

IdentifyingNumber : {EAE5CF3A-AC2C-4861-96DD-F4B1931C3C41}
Name              : aws-cfn-bootstrap
Vendor           : Amazon Web Services
Version          : 2.0.15
Caption          : aws-cfn-bootstrap

IdentifyingNumber : {946F001C-3288-428E-9F4E-D5983A5C2D74}
Name              : NICE Desktop Cloud Visualization Server (64 bit)
Vendor           : NICE Software
Version          : 22.1.13300.0
Caption          : NICE Desktop Cloud Visualization Server (64 bit)

PS C:\Windows\system32>
```

10. Powershell Running Services List Script

You will retrieve a list of all the running services on the computer and put it into a new file named “running_services.txt.” With Powershell still open, you can type in the command, “Get-Service | Where-Object{ \$_.Status -eq ‘Running’} | Out-File -FilePath C:\Users\fstack\Desktop\Sales\running_services.txt”.

```
Administrator: Windows PowerShell
Windows PowerShell
Copyright (C) 2016 Microsoft Corporation. All rights reserved.

PS C:\Windows\system32> Get-Service | Where-Object{ $_.Status -eq 'Running'} | Out-File -FilePath C:\Users\fstack\Desktop\Sales\running_services.txt
PS C:\Windows\system32>
```

Now when you open the new “running_services” file in the Sales folder, it will look something like this:

Status	Name	DisplayName
Running	ADWS	Active Directory Web Services
Running	AmazonSSMAgent	Amazon SSM Agent
Running	AppHostSvc	Application Host Helper Service
Running	Appinfo	Application Information
Running	AudioEndpointBu...	Windows Audio Endpoint Builder
Running	Audiosrv	Windows Audio
Running	BFE	Base Filtering Engine
Running	BrokerInfrastru...	Background Tasks Infrastructure Ser...
Running	CDPSvc	Connected Devices Platform Service
Running	CDPUserSvc_743638	CDPUserSvc_743638
Running	CertPropSvc	Certificate Propagation
Running	CoreMessagingRe...	CoreMessaging
Running	CryptSvc	Cryptographic Services
Running	DcomLaunch	DCOM Server Process Launcher
Running	dcmserver	DCV Server
Running	Dfs	DFS Namespace
Running	DFSR	DFS Replication
Running	Dhcp	DHCP Client
Running	DNS	DNS Server
Running	Dnscache	DNS Client
Running	DPS	Diagnostic Policy Service
Running	EventLog	Windows Event Log
Running	EventSystem	COM+ Event System
Running	FontCache	Windows Font Cache Service
Running	ftpsvc	Microsoft FTP Service
Running	gpsvc	Group Policy Client
Running	IKEEXT	IKE and AuthIP IPsec Keying Modules
Running	iphlpvc	IP Helper
Running	IsmServ	Intersite Messaging
Running	Kdc	Kerberos Key Distribution Center
Running	KeyIso	CNG Key Isolation
Running	LanmanServer	Server
Running	LanmanWorkstation	Workstation
Running	lfsvc	Geolocation Service
Running	lmhosts	TCP/IP NetBIOS Helper
Running	LSM	Local Session Manager
Running	MpsSvc	Windows Firewall
Running	MSDTC	Distributed Transaction Coordinator
Running	NcbService	Network Connection Broker
Running	Netlogon	Netlogon
Running	Netman	Network Connections
Running	netprofm	Network List Service
Running	NlaSvc	Network Location Awareness
Running	nsi	Network Store Interface Service
Running	NTDS	Active Directory Domain Services
Running	OneSvc_743638	Svc Host 743638