

How to add users to AD security groups for access to DevOps Tools?

Step-by-step guide

The [List of OUS DevOps related AD Security Groups](#) page provides list of OUS DevOps related AD Groups in inventory. Please follow the steps below repeating step #7 for each group required.

1. Go to Service Now using the [link](#).
2. Select appropriate option from **Active Directory Item** from below.

Home > Service Catalog > Accounts, Access & Authentication > Modify Active Directory Group Membership

Modify Active Directory Group Membership

Modify Active Directory Group Membership

Describe Needs Choose Options Summary

This form supports the **ADDITION/REMOVAL** of users/accounts **TO/FROM** the following Active Directory items:

- existing Email Distribution Lists and Shared Mailboxes including
 - Users
 - Child Distribution Lists
- existing Security Groups for various account types including
 - Regular User Accounts (S11)
 - Admin Accounts (A-, I- or SVC- prefix)
 - Test Accounts (TST- prefix)
 - BOT Accounts (BOT- prefix)
 - KIOSK Accounts (K- prefix)
 - SHARED Accounts (X- prefix)
 - Workstation Admin Accounts (W- prefix)

* Active Directory Item

-- None --

Search

-- None --

Email Distribution Lists / Shared Mailboxes

Security Groups

3. Select **Action Type**

* Active Directory Item

Security Groups

* Action Type

-- None --

Search

-- None --

Add Account(s)

Remove Account(s)

4. Select the type of the account and click **Next**

* What type of accounts would you like to add?

-- None --

|

-- None --

Regular User Accounts

Admin Accounts (Admin, Special)

Other Accounts (Test, BOT, KIOSK, SHARED, Workstation)

5. Click on down arrow as shown in the below.

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Based on your input the following forms are required for submission. Please select the drop down, complete each required field, and then click next. * Mandatory F

Add Multiple 511 Accounts to Multiple AD Groups Add Multiple 511 Accounts to Multiple AD Groups * Options

Previous next

6. Select each and every field and provide the details and click on **Next**.

Request Details

* Group List

* User List

* Business Justification ?

This form leverages an automated workflow so any comments here will be disregarded during fulfillment. This field should ONLY be used to assist with the approval of your request.

Add attachments


Previous next

7. In the next page, click on **Submit**.


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Previous

next