

Process Owner: IT Operations	FORM	F-CMG-3.1
	Add OU for Advent and Link Default GPO	

Request Information				
Requestor	Jan Francis Lictao			
Implementing Team	Systems and Server Operations			
Ticket Number/s				
Change Classification		Major	x	Minor
After the fact		Yes	x	No
Emergency		Yes	x	No
Proposed Change Date	July 19, 2019			
Proposed Change Start/End Time	22:00 – 22:30			
Proposed Change Verification Time	23:00			

Objective of the change	
<ul style="list-style-type: none"> - To add OUs in the Computers and Users for Advent campaign in GL2 named P_ADVENT - To transfer Advent user profiles to the ADVENT Users OU - To link the default GPOs to the Computes and Users OU ofr P_ADVENT 	

Technical/Operational Impact of the change		
Negative: Increase CPU and Memory utilization of the server.	Beneficial: OU was set for ease of implementation of policy and managing IT requirements.	Neutral: P_ADVENT will have their own OU.

Affected IT Infrastructure components			
Site	Hostname	IP Address	Function
GL2	GL2-VWIN-DC01	172.22.1.1	Domain Controller

Affected Departments and corresponding contact persons		
Department	Contact Name	Contact Info
Server Operations	Rovie Salvatierra	0917-627-4325

Test Environment implementation and Verification Summary
This process has been tested and implemented previously with reference ticket number 201808679.

Test Environment Results Summary
Please refer to the testing result in ticket number 201808679.

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Configuration Change Template

Baseline File	3.1.137 DOMAIN FOREST
Baseline Version	10

Baseline File Changes:

Existing Configuration	Proposed Change	Impact	Section
No existing OU and GPO for Advent campaign.	Add OU for Advent and link the default GPO.	Additional OU will be added on the list. The GPO list if campaigns will be updated to reflect P_ADVENT.	OU & GPO tab

Physical Implementation Procedures / Advisory

No physical implementation will be facilitated.

Backup Procedures

No Backup procedures for Active Directory Users and Computers.

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Technical Configuration Procedures
<ol style="list-style-type: none"> 1. Logon to GL2-VWIN-DC01 via RDP using own domain admin account. 2. Press Windows + R then enter dsa.msc to launch Active Directory Users and Computers 3. Expand the openaccess.bpo domain, then expand the MKT_GL2 OU. <ul style="list-style-type: none"> - Right click on the COMPUTERS OU > New > Organizational Unit > set name (P_ADVENT) > Save - Right click on the USERS OU > New > Organizational Unit > set name (P_ADVENT) > Save 4. Open Group Policy Management, run gpmc.msc to open the console. 5. Expand openaccess.bpo domain, then select Group Policy Object. Copy the GPO for WSUS Patch from AVA first before linking the rest of the default policy. 6. Right click on COMP_PATCH_AVA > Copy. Right click on the GP Object > Paste. <ul style="list-style-type: none"> - Computer Configuration > Policies > Administrative Templates > Windows Components > Windows Update - Scroll down and select the Enable client-side targeting. - Edit the Target group name for this computer to P_ADVENT 7. Link now the default GPO for users. Go to MKT_GL2 > USERS then right clicks on P_ADVENT and select Link Existing GPO. <ul style="list-style-type: none"> - USER_GPO_GLOBAL_WALLPAPER - USER_GPO_XCMD - USER_GPO_XCTRLPANEL - USER_GPO_XMDDR - USER_GPO_XTASKMGR Go to MKT_GL2 > COMPUTERS then right click on P_ADVENT and select Link Existing GPO <ul style="list-style-type: none"> - COMP_PATCH_ADVENT 8. Close the console then open PowerShell and run gpupdate /force. 9. Finally, for the computers assigned in ADVENT to get updates as scheduled from the WSUS server, log on to GL2-VWIN-WSUS01 using your domain admin account. 10. Launch the Server Manager > Tools > Windows Server Update Services. 11. Expand the GL2-VWIN-WSUS01 > Computers, right click on All Computers then select Add Computer Group > P_ADVENT. 12. Exit the server.

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Verification Procedures

1. Advise any agent from **ADVENT** to try logging in using their domain account. The wallpaper should show the updated OAM Wallpaper.
2. Users should not be able to access the following without administrative privilege:
 - **task manager**
 - **control panel**
 - **command prompt**
3. Check all USB Ports by inserting a flash drive. Users should not be able to use any removable storage.
4. Access the command prompt as an administrator and enter the command **wuauclt /detectnow /reportnow** to check if the computer can detect updates and report to WSUS server.

Back-out Procedures

1. Log on to GL2-VWIN-DC01 using your domain admincredentials.
2. Press **Windows + R** simultaneously the enter **dsa.msc** to launch **Active Directory Users and Computers**.
3. Expand the **openaccess.bpo domain**, then expand the **MKT_GL2 OU\COMPUTERS**.
 - Right click on **P_ADVENT > Delete**
4. Expand the **openaccess.bpo domain**, then expand the **MKT_GL2 OU\USERS**.
 - Right click on **P_ADVENT > Delete**