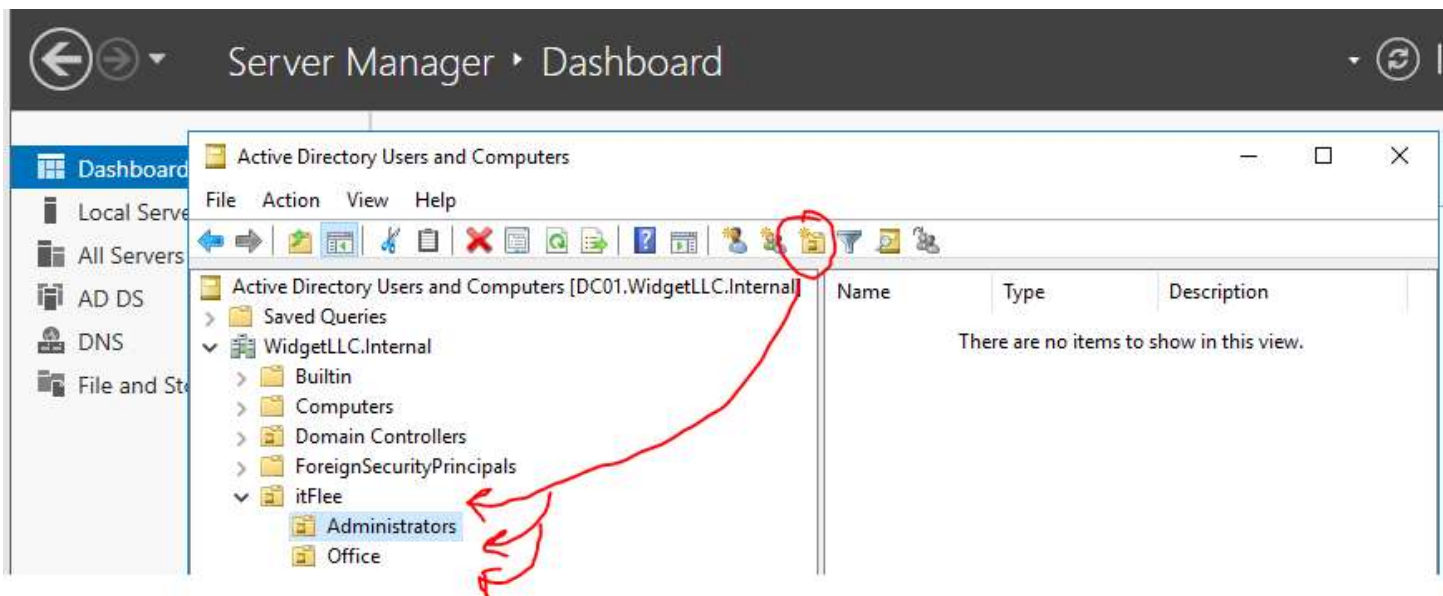
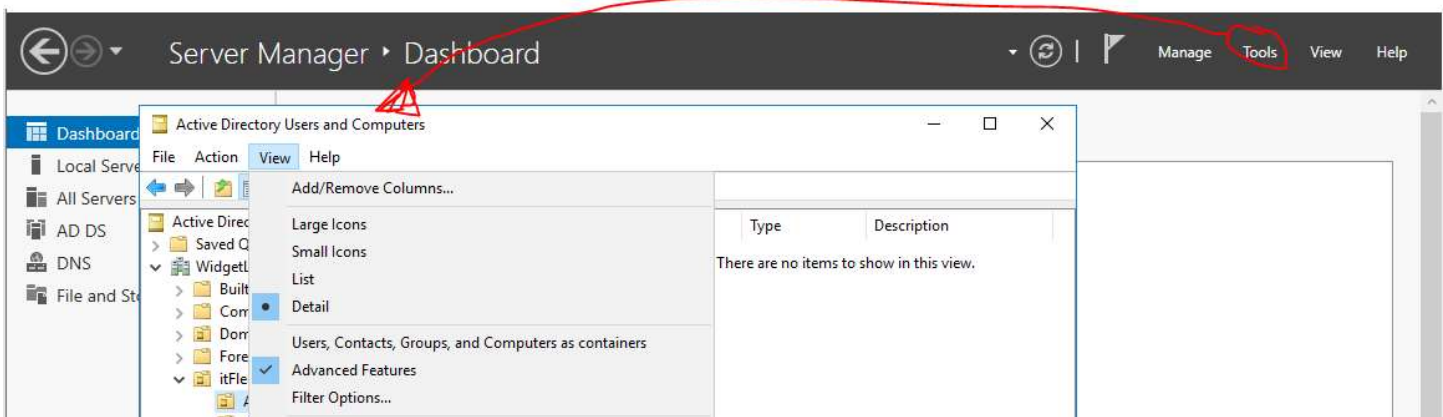


Readme for users.csv

- That file was created in Excel and exported as a csv file.
 - By default, it will open with Excel, but you can open it with notepad++ etc also.
 - Cells are inherently spaced by commas.
 - This can be used to import users into active directory.
-
- The first row in Excel correlates to intended AD credentials.
 - ***“First Name,Last Name,Job Title,Office Phone,Email Address,Description,Organizational Unit”***
 - The first columns are basic, but “Organizational Unit” is special
-
- Go To the Server that is our Domain Controller
 - Dashboard → Tools → Active Directory Users and Computers
 - The screenshot below, we created 3 organizations units, 2 of them are inside another.

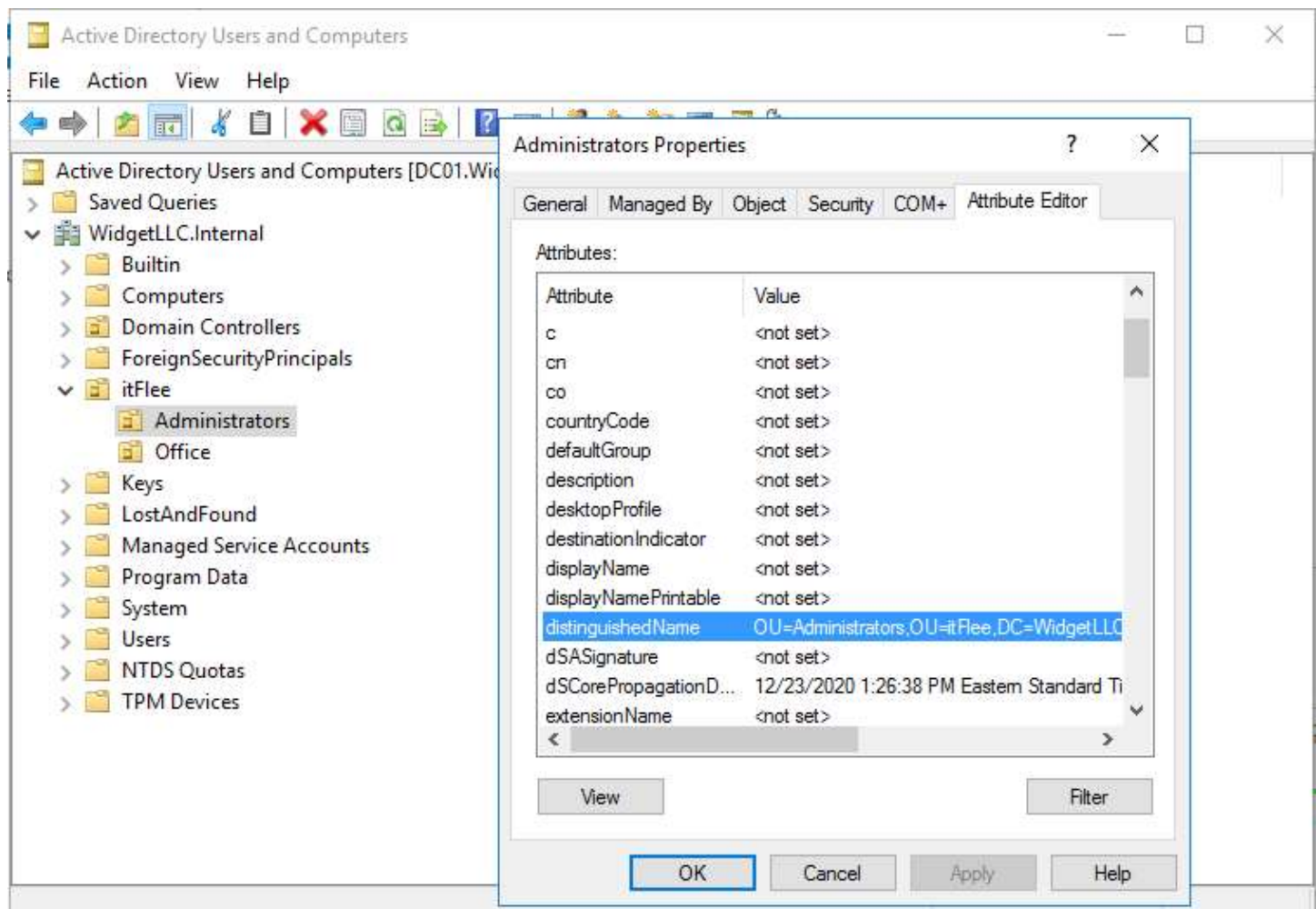


- There are attributes and options that you will not be able to see in our AD details by default.
 - Just go to View, and check Advanced Features.



-
-

- Now in the screenshot below, we Right Clicked on “Administrators” → Properties
 - Note, if you do this without first changing the View option above, you will only see 3 tabs in the Properties window, and you will not see the “Attribute Editor” tab.
 - Attribute Editor
 - We do not need to edit anything here right now, we just want to see the Organizational Unit for this group. As you can see, the Attribute name is “distinguishedName”
 - Any person that we will be adding to this Administrators group will need to have this Organizational Unit:
 - OU=Administrators,OU=itFlee,DC=WidgetLLC,DC=Internal
 - This will change for the main group we created itFlee, and the other sub-group Office, but regardless, this is how you see what each OU is supposed to look like.



- The excel file:

	A	B	C	D	E	F	G	H	I
1	First Name	Last Name	Job Title	Office Phone	Email Address	Description	Organizational Unit		
2	Nate	Terry	Nate Terry	403-658-9654	nate@agency.com	C1511 Analyst	OU=Office,OU=itFlee,DC=WidgetLLC,DC=Internal		
3	Stephen	Kerst	Stephen Kerst	403-695-8511	stephen@agency.com	C1511 Analyst	OU=Office,OU=itFlee,DC=WidgetLLC,DC=Internal		
4	Luis	Garcia	Luis Garcia	403-693-3254	luis@agency.com	Tech Lead	OU=Administrators,OU=itFlee,DC=WidgetLLC,DC=Internal		
5	Jessica	Dillinger	Jessica Dillinger	403-589-6932	jessica@agency.com	Chief	OU=Administrators,OU=itFlee,DC=WidgetLLC,DC=Internal		
6									

- When exported to a csv

```

users.csv
1 First Name,Last Name,Job Title,Office Phone,Email Address,Description,Organizational Unit
2 Nate,Terry,Nate Terry,403-658-9654,nate@agency.com,C1511 Analyst,"OU=Office,OU=itFlee,DC=WidgetLLC,DC=Internal"
3 Stephen,Kerst,Stephen Kerst,403-695-8511,stephen@agency.com,C1511 Analyst,"OU=Office,OU=itFlee,DC=WidgetLLC,DC=Internal"
4 Luis,Garcia,Luis Garcia,403-693-3254,luis@agency.com,Tech Lead,"OU=Administrators,OU=itFlee,DC=WidgetLLC,DC=Internal"
5 Jessica,Dillinger,Jessica Dillinger,403-589-6932,jessica@agency.com,Chief,"OU=Administrators,OU=itFlee,DC=WidgetLLC,DC=Internal"
6

```

I just moved the users.csv file and the usersAddToAD.ps1 into our DC01 which is our server/Domain Controller which is in charge of our VM-activedirectory.

Screenshot below, we have the csv file at the top, are going to call our ps1 file from ISE in the middle, and you can see in our active directory on the bottom that there are no users, as seen in Office, or in Administrators.

Note – if you run the file, and works fine, you still will need to click the “Refresh” button in the AD to see the new users.

The screenshot displays a Windows desktop environment with several open windows:

- users - Notepad:** Shows the contents of the users.csv file, which lists user information including First Name, Last Name, Job Title, Office Phone, Email Address, Description, and Organizational Unit. A red handwritten note "CSV file" is present next to the header row.
- Administrator: Windows PowerShell ISE:** Shows a PowerShell script named usersAddToAD.ps1. The script is designed to read the CSV file and add users to the Active Directory. The script content is as follows:


```

1 # Import the CSV file
2 Import-CSV users.csv
3
4 # Loop through each user in the CSV
5 foreach ($user in $users) {
6     # Gather the user's info
7     $fname = $user.'First Name' #Single ' ' since header has a space.
8     $lname = $user.'Last Name'
9     $title = $user.'Job Title'
      
```
- Active Directory Users and Computers:** Shows the console window. The left pane displays the tree structure of the Active Directory, with the 'Office' group selected. The right pane shows a table with columns 'Name', 'Type', and 'Description'. The table is currently empty, and a message at the bottom states "There are no items to show in this view." A red arrow points from the 'Office' group in the left pane to the table in the right pane.

```
PS C:\Users\Administrator\Desktop> # .\usersAddToAD.ps1
```

Program asks where the csv file is:

```
Please enter the path to your CSV file: C:\Users\Administrator\Desktop\users.csv
Account created for Nate Terry in OU=Office,OU=itFlee,DC=WidgetLLC,DC=Internal
Account created for Stephen Kerst in OU=Office,OU=itFlee,DC=WidgetLLC,DC=Internal
Account created for Luis Garcia in OU=Administrators,OU=itFlee,DC=WidgetLLC,DC=Internal
Account created for Jessica Dillinger in OU=Administrators,OU=itFlee,DC=WidgetLLC,DC=Internal

PS C:\Users\Administrator\Desktop>
```

After we run the script and click refresh in the AD, we have our 4 users, seen here in 'Office' and the other two in Administrators.

The screenshot displays a Windows desktop environment with several open windows:

- Notepad:** Contains the CSV file data for four users: Nate Terry, Stephen Kerst, Luis Garcia, and Jessica Dillinger, including their job titles, office phones, email addresses, and organizational units.
- Windows PowerShell ISE:** Shows the execution of the `usersAddToAD.ps1` script. The output confirms the creation of four accounts: Nate Terry, Stephen Kerst, Luis Garcia, and Jessica Dillinger, all in the `OU=itFlee,DC=WidgetLLC,DC=Internal` hierarchy.
- Active Directory Users and Computers:** The console shows the 'Office' organizational unit selected. A table lists the newly created users: Nate Terry (C1511 Analyst) and Stephen Kerst (C1511 Analyst). Red arrows point from the 'Office' folder in the left pane to the user list and from the 'Nate Terry' user to the properties dialog.
- Nate Terry Properties:** A dialog box showing the details for the 'Nate Terry' user. The 'First name' is 'Nate', 'Last name' is 'Terry', 'Display name' is 'Nate Terry', 'Description' is 'C1511 Analyst', 'Office' is 'Office', 'Telephone number' is '403-658-9654', and 'E-mail' is 'nate@agency.com'.


```

36 # Create new AD user for each user in CSV file
37 # Remember this is for Active Directory stuff, so it will not work if you are not connected to an AD
38 New-ADUser -Name "$fname $lname"
39 -GivenName $fname
40 -Surname $lname
41 -UserPrincipalName "$fname.$lname"
42 -Path $OUpath
43 -AccountPassword $securePassword
44 -ChangePasswordAtLogon $True
45 -Enabled $True
46 -OfficePhone $officephone
47 -Description $description
48 -EmailAddress $emailaddress
49

```

The command above, is in the middle of the PS1 file that we ran.

We have the backticks which lets us drop lines in the same PowerShell command. All lines are part of the same New-ADUser command, just each one is a different attribute in each Active Directory user that we are adding.

There are simple attributes like the names, but as you can see by the screenshot to the right, that there are many aspects other than just text that we can add/adjust such as a user's password, and if it needs to be changed at their next logon, which we indicated in the code by setting that built-in attribute to \$True.