

NOT FOR SALE

Republic of the Philippines
Department of Education
National Capital Region
Division of Pasig City



**Technical-Vocational and Livelihood Track
Information and Communications Technology (ICT) Strand**

**Grade
12**

Computer Systems Servicing NC II

QUARTER 1

LO 1: SET UP USER ACCESS

SELF- LEARNING MODULE 15 :

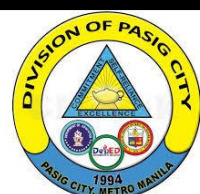
User Accounts

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COC 3 : SET UP COMPUTER SERVERS



Introductory Message

For the facilitator:

Welcome to the Technical Vocational Livelihood Education ICT Grade 12 CSS NC II Module on Set Up User Access: **User Accounts**

This module was collaboratively designed, developed and reviewed by educators from Schools Division Office of Pasig City headed by its Officer-In-Charge Schools Division Superintendent, Ma. Evalou Concepcion A. Agustin in partnership with the Local Government of Pasig through its Mayor, Honorable Victor Ma. Regis N. Sotto. The writers utilized the standards set by the K to 12 Curriculum using the Most Essential Learning Competencies (MELC) while overcoming their personal, social, and economic constraints in schooling.

This learning material hopes to engage the learners into guided and independent learning activities at their own pace and time. Further, this also aims to help learners acquire the needed 21st century skills especially the 5 Cs namely: Communication, Collaboration, Creativity, Critical Thinking and Character while taking into consideration their needs and circumstances.

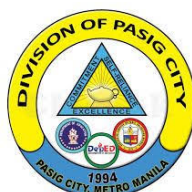
In addition to the material in the main text, you will also see this box in the body of the module:



Notes to the Teacher

This contains helpful tips or strategies that will help you in guiding the learners.

As a facilitator you are expected to orient the learners on how to use this module. You also need to keep track of the learners' progress while allowing them to manage their own learning. Moreover, you are expected to encourage and assist the learners as they do the tasks included in the module.



For the learner:

Welcome to the Technical Vocational Livelihood Education ICT Grade 12 CSS NC II Module on Set Up User Access: **User Accounts**

The hand is one of the most symbolized part of the human body. It is often used to depict skill, action and purpose. Through our hands we may learn, create and accomplish. Hence, the hand in this learning resource signifies that you as a learner is capable and empowered to successfully achieve the relevant competencies and skills at your own pace and time. Your academic success lies in your own hands!

This module was designed to provide you with fun and meaningful opportunities for guided and independent learning at your own pace and time. You will be enabled to process the contents of the learning material while being an active learner.

This module has the following parts and corresponding icons:



Expectation - These are what you will be able to know after completing the lessons in the module



Pre-test - This will measure your prior knowledge and the concepts to be mastered throughout the lesson.



Recap - This section will measure what learnings and skills that you understand from the previous lesson.



Lesson- This section will discuss the topic for this module.



Activities - This is a set of activities you will perform.



Wrap Up- This section summarizes the concepts and applications of the lessons.



Valuing-this part will check the integration of values in the learning competency.



Post-test - This will measure how much you have learned from the entire module.

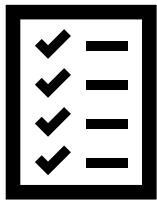




EXPECTATION

After completing the lesson the learners should be able to:

- A. define user accounts
- B. explain the attribute categories of a user account
- C. give the importance of having user account.

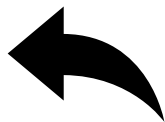


PRE-TEST

IDENTIFICATION

Directions: Read each statement below. Identify the following items.

- _____ 1. These are the fundamental components of network security.
- _____ 2. Type of user account where users can only use the user accounts as set up by the administrator.
- _____ 3. This property defines when the account can be used to access domain computers.
- _____ 4. This property enables you to force a user to reset their own password the next time they log on.
- _____ 5. This option is generally used for service accounts, that any users cannot be changed the given password.

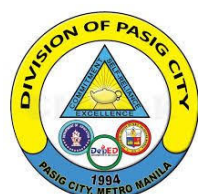


RECAP

TRUE or FALSE

Directions: Read each statement below carefully. Write **T** if the statement is correct and **F** if not in the space provided before each number.

- _____ 1. A computer account is required for a computer to be a member of the domain.
- _____ 2. When you first add a computer to the domain, this computer is created.
- _____ 3. Pre-Stage Computer Account is created for a number of different reasons.
- _____ 4. Computer can be added even outside the AD DS domain
- _____ 5. The computer account is automatically created in Active Directory when the computer is added to the domain.





LESSON

User Accounts

Introduction

In our previous lesson, we learned about the computer accounts, which is required for a computer to be a member of the domain.

On this lesson, we will discuss about the user accounts. Managing computers-both the objects in AD DS and the physical devices –is one of the day to day tasks of most IT pros. New computers are added to your organization, taken offline for repairs, exchanged between users or roles and retired or upgrade. Each of these activities requires managing the computer's identity which is represented by its object or account and AD DS.

As a result, it is important that you know how to create and manage computer objects

What are User Account?

User accounts are fundamental components of network security. Stored in Active Directory Domain Services (AD DS), user accounts identify users for the purpose of authentication and authorization. Because of their importance, an understanding of user accounts and the task related to supporting them is a critical aspects of administrating a Windows Server operating system enterprise network.

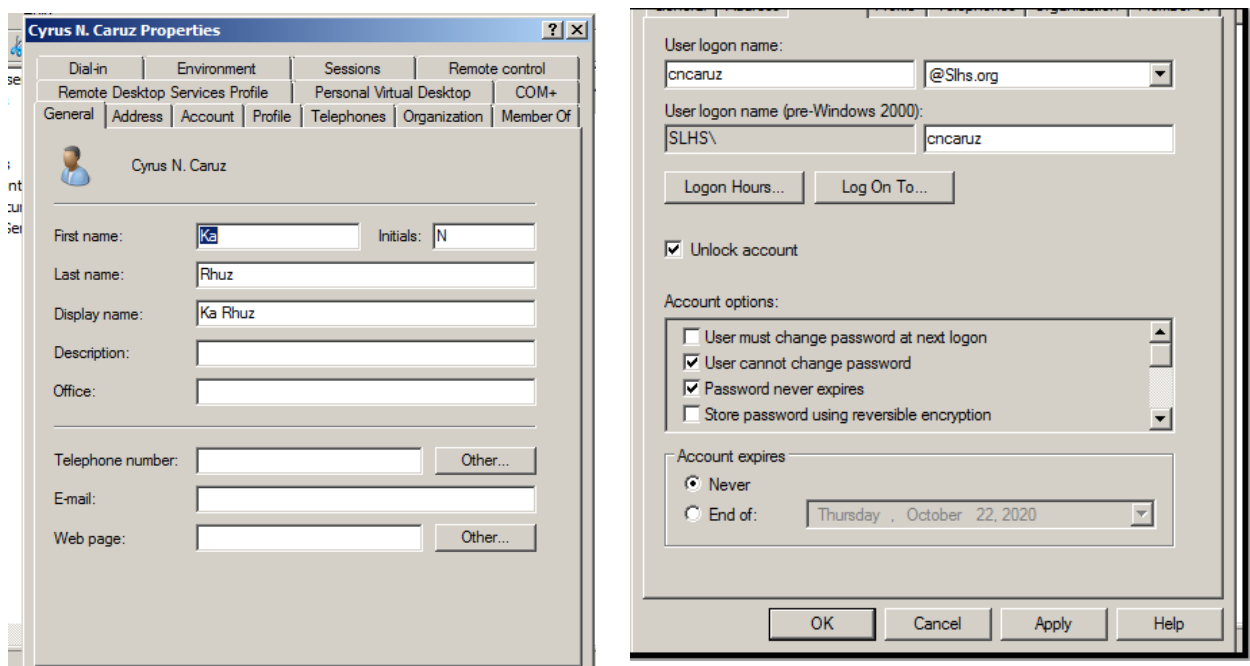
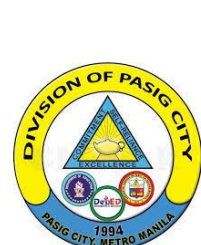


Fig. 1. A computer account is added to the AD DS database.



When it comes to personal computers, there are two main types of user accounts: standard and administrator. An administrator user account has all privileges to perform tasks such as installation of applications, while standard users can only use the user accounts as set up by the administrator.

In AD DS, all users that require access to network resources must be configured with the user account. With this user account, users can authenticate to the AD DS domain and receive access to network resources.

In Windows Server, a user account is an object that contains all of the information that defines a user. A user account includes the user name and password and group membership. A user account also contains many other settings that you can configure based upon your organization requirements.

With user account, you can:

- Allow or deny users permission to log on to a computer based on their user account identity.
- Grant users' access to processes and services for a specific security context.
- Manage users' access to resources such as AD DS objects and their properties, shared folders, files, directories and printer queues.

A user account enables user to log on to computers and domains with an identity that the domain can authenticate. When creating a user account, you must provide a user log on name which must be unique in the domain/forest in which the user account is created.

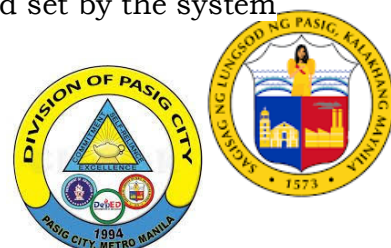
Creating User Profiles

When users log off, their desktop and application settings are saved to a subfolder that is created in the C:\Users folder on the local hard disk that matches their username. This folder contains their user profile. Within this folder, subfolders are created that contains documents and settings that represent the user profile, including Documents, Videos, Pictures and Downloads.

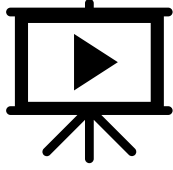
Attribute Categories

The attributes of a user object fall into several broad categories. These categories display in the navigation pane of the User Properties dialogue box in the Active Directory Administrative Center and include the following:

- **Log On Hours** – This property defines when the account can be used to access domain computers. You can use the weekly calendar style view to define Logon permitted hours and logon denied hours.
- **Log on to** – Use this property to define which computers a user can use to log on to the domain. Specify the computer's name and add it to a list of allowed computers.
- **Account expires.** This value is useful when you want to create temporary - use user accounts.
- **User must change password at next log on.** This property enables you to force a user to reset their own password the next time they log on.
- **Password never expires.** This is a property that you normally use with the service accounts; that is, those accounts that are not used by regular users but by services. Password set on this account has no expiration.
- **User cannot change password.** Again, option is generally used for service accounts, where the users cannot change the password set by the system administrator.



- **Store password using reversible encryption.** This policy provides support for applications that use protocols that require knowledge of the user's password for authentication purposes.



A C T I V I T I E S

Activity. Identifying the User Account

Direction: Given the user account below, identify the following attributes. Write your answer in a separate worksheet provided for this activity.

The screenshot shows the Windows User Account Control dialog box for the user 'cncaruz'. The 'User logon name' field contains 'cncaruz' and the domain dropdown shows '@slhs.org'. The 'User logon name (pre-Windows 2000)' field contains 'SLHS\cncaruz'. The 'Logon Hours...' and 'Log On To...' buttons are visible. The 'Unlock account' checkbox is checked. Under 'Account options', the following settings are shown: 'User must change password at next logon' is unchecked, 'User cannot change password' is checked, 'Password never expires' is checked, and 'Store password using reversible encryption' is unchecked. Under 'Account expires', the 'Never' radio button is selected. The 'End of:' dropdown shows 'Thursday, October 22, 2020'. The 'OK', 'Cancel', 'Apply', and 'Help' buttons are at the bottom.

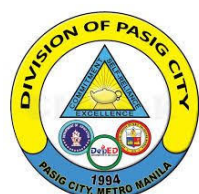
1. What is the log on name of the user account?

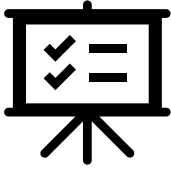
2. User account belongs to what domain?

3. When will be the expiration of the account?

4. What are the account options preferred by the systems admin in this account?

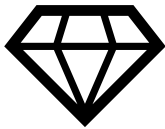
5. How can this account change its password?





W R A P – U P

A **user account** is a location on a network server used to store a computer username, password, and other information. User accounts are also the fundamental components of network security. A user account allows or does not allow a user to connect to a network, another computer, or other shares. Any network that has multiple users requires user accounts. A user account is comprised of a username, password and any information related to the user. Most networks which need to be accessed by multiple users make use of user accounts. Email accounts are one of the most common examples of user accounts. The attributes of a user object fall into several broad categories. These categories display in the navigation pane of the User Properties dialogue box in the Active Directory Administrative Center.



V A L U I N G

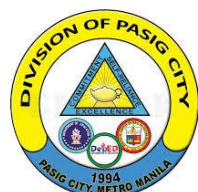
What will happen if there is no user account?



P O S T T E S T

IDENTIFICATION. Directions: Read each statement below carefully. Identify types of attributes categories of the user account.

- _____ 1. This value is useful when you want to create temporary -use user accounts.
- _____ 2. This policy provides support for applications that use protocols that require knowledge of the user's password for authentication purposes.
- _____ 3. This property defines when the account can be used to access domain computers.
- _____ 4. Use this property to define which computers a user can use to log on to the domain.
- _____ 5. This option is generally used for service accounts, that any users cannot be changed the given password.





KEY TO CORRECTION

PRETEST : 1. User Accounts 2. Standard user account 3. Log on hours 4. User must change password 5. User cannot change password	RECAP 1. T 2. T 3. T 4. F 5. T	POST TEST 1. Account expires 2. Store password using reversible encryption 3. Log-On Hours 4. Log on to 5. User cannot change password
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ACTIVITY 1. cncauz 2. Slhs.org 3. No expiration because the user account is set to NEVER. 4. User cannot change password and Password never expires 5. With the help of systems administrator, uncheck user cannot change password in the account options box and check users must change password at next log on.
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REFERENCES

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<https://www.computerhope.com/jargon/u/useracco.htm#:~:text=A%20user%20account%20is%20a,multiple%20users%20requires%20user%20accounts>. (accessed August 28, 2020)

Book:

Windows Server 2012R2 Laboratory Modules. "Managing Active Directory Domain Services Objects" by Nexus Laboratory Modules (2014). p.3-6

Images:

Set Up Computer Servers

Cover Page was designed using Adobe Photoshop 2018 photo manipulation.

<https://www.computerhope.com/jargon/s/server.htm>

(accessed June 20, 2020)

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