

Creating New user in Active Directory

1. Login to the Windows server using below credentials

Unset

Ec2 Instance name: ap-ad-1

Public Ip : 3.108.35.152

Private Ip : 172.31.37.181

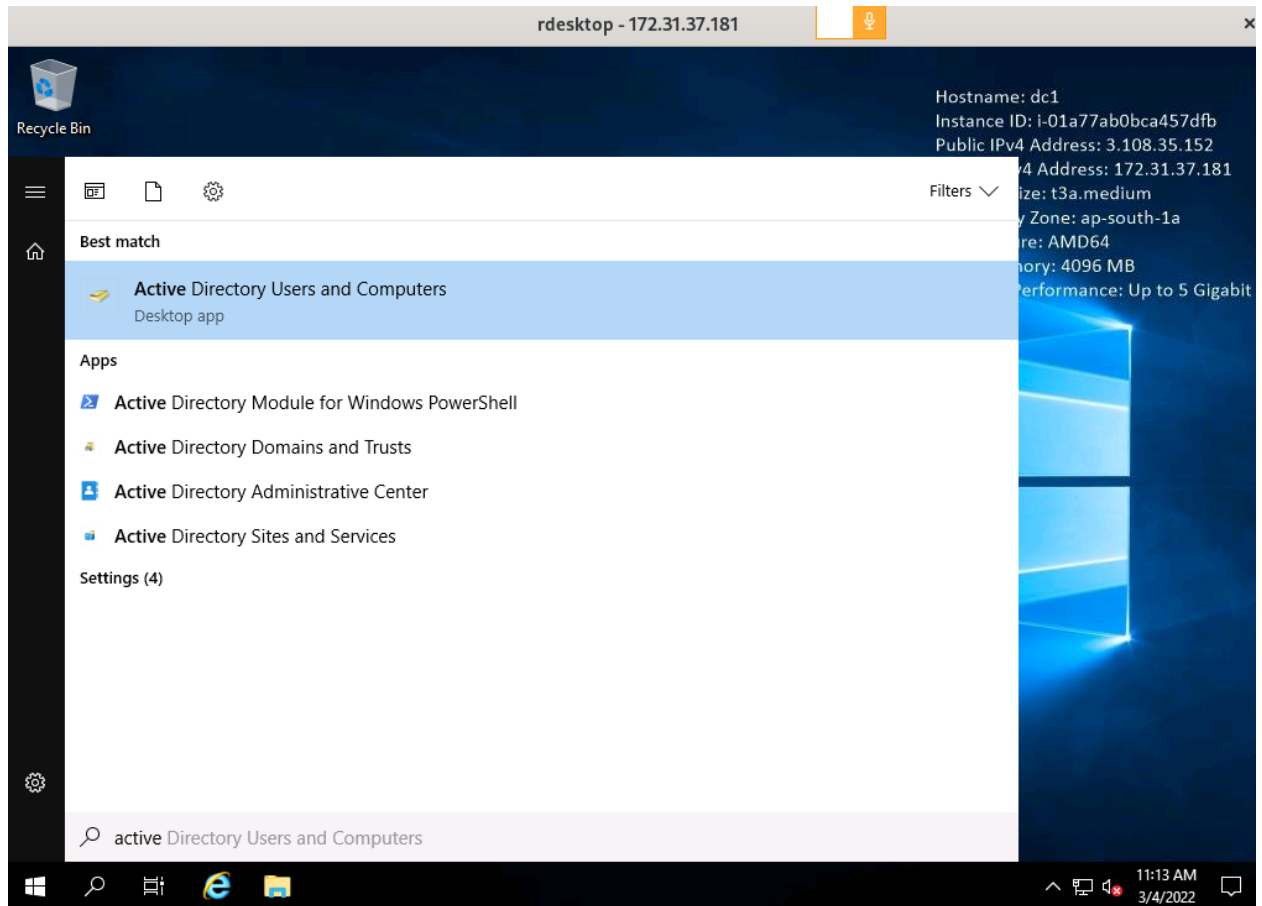
User: ./rishikesh

Password: Password_will_be_shared_separately

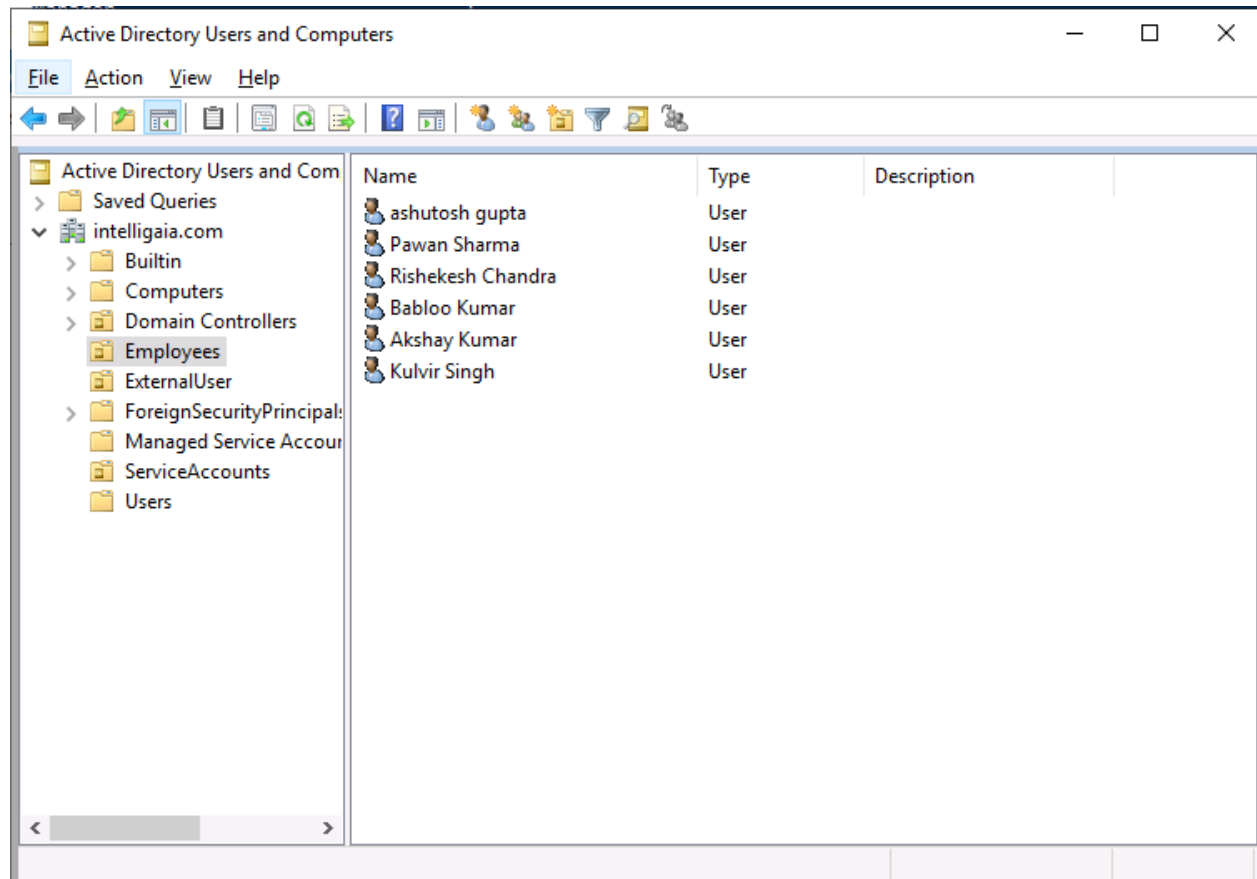
User: ./pawan.sharma

Password: Password_will_be_shared_separately

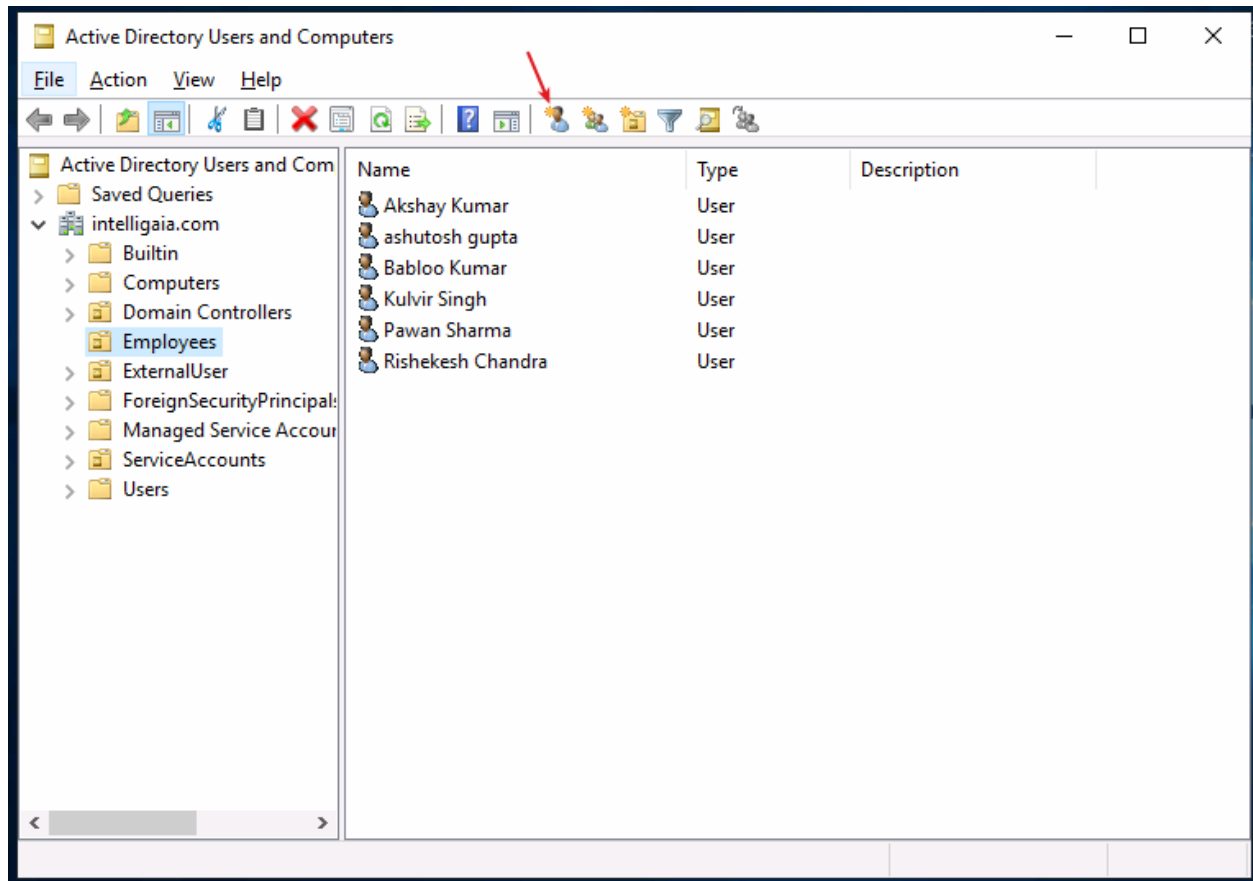
2. After successfully logged in search for "Active Directory Users and Computers"



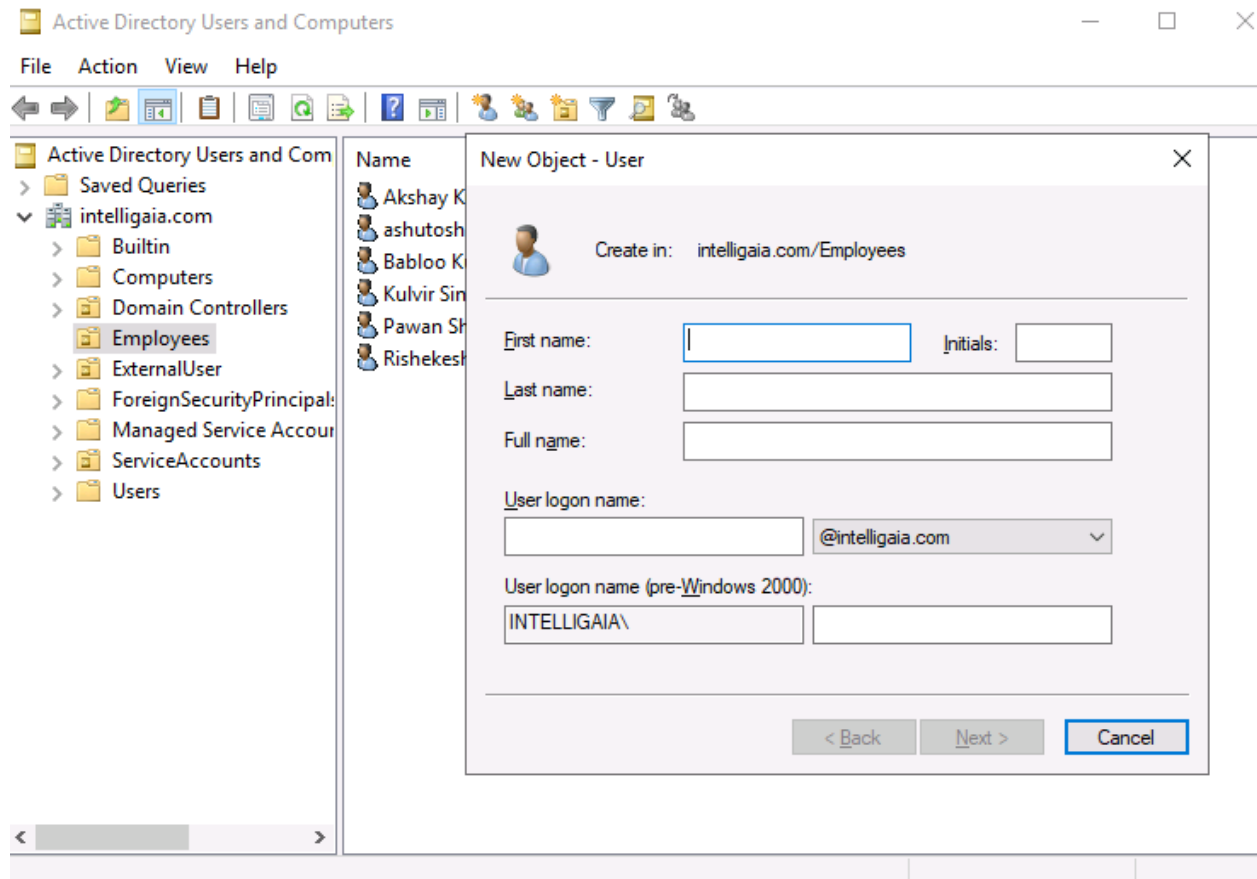
select and press enter below screen will appear



4. Now click on Create new user option pointed by arrow the users will be created in Employees organisational unit



5. Pop-up will appear, Now fill in all the mentioned details as per the organisation user creation policy



6. Mention user logon as per the standard (As we create email id)

e.g ashutosh.gupta

New Object - User

Create in: intelligaia.com/Employees

First name: Test Initials:

Last name: User

Full name: Test User

User logon name: test.user @intelligaia.com

User logon name (pre-Windows 2000): INTELLIGAIA\ test.user

< Back Next > Cancel

7. Create new password as per the security standard (create as per password policy)

New Object - User

Create in: intelligaia.com/Employees

Password:

Confirm password:

☐ User must change password at next logon

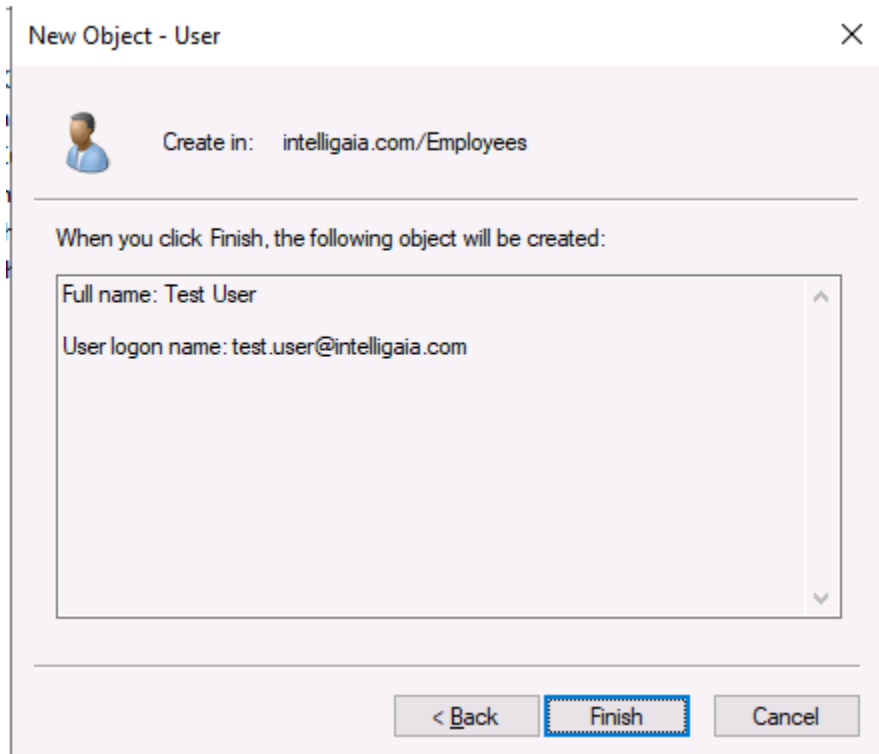
☐ User cannot change password

☐ Password never expires

☐ Account is disabled

< Back Next > Cancel

8. Uncheck all the boxes, In future we will send all the users a password reset link meanwhile they will going to use the password provided by us



New Object - User

Create in: intelligaia.com/Employees

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

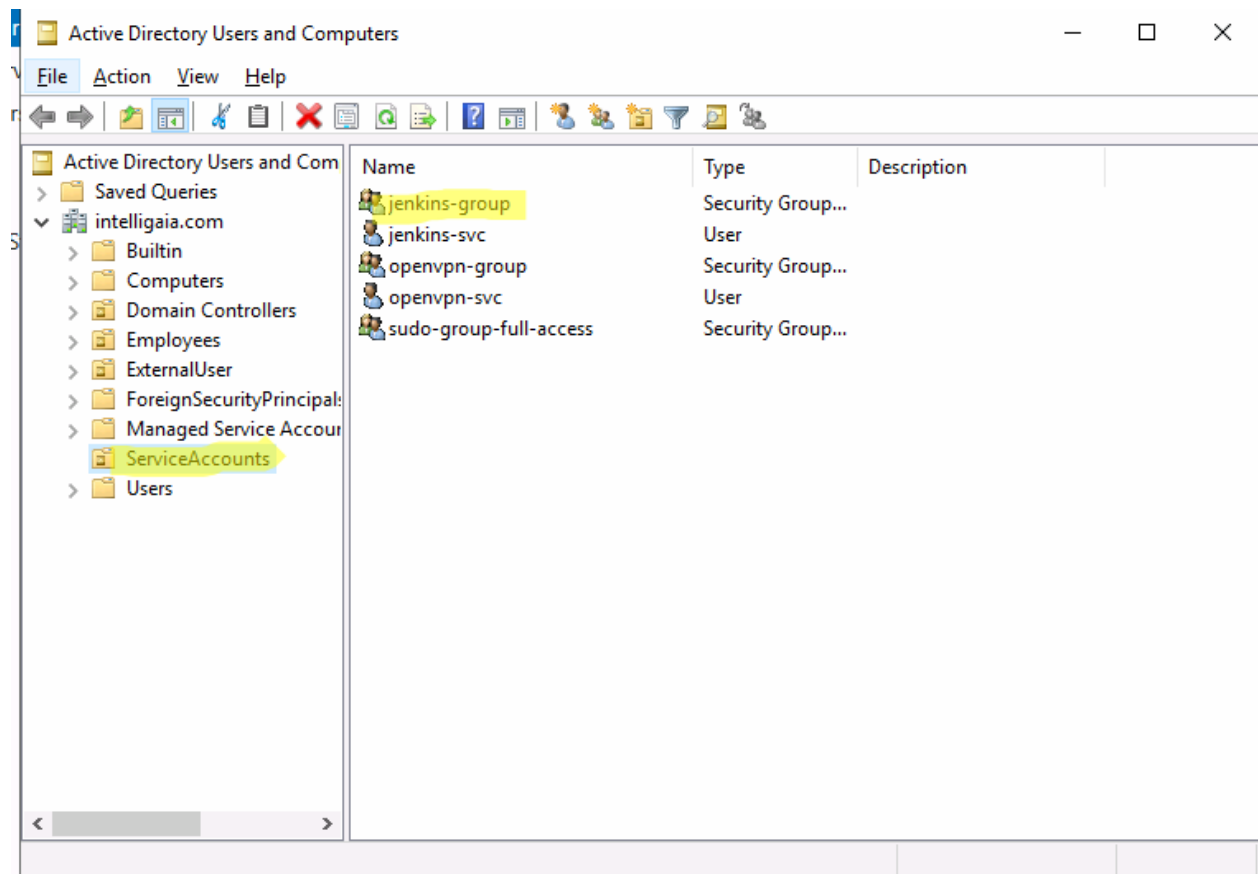
Full name: Test User

User logon name: test.user@intelligaia.com

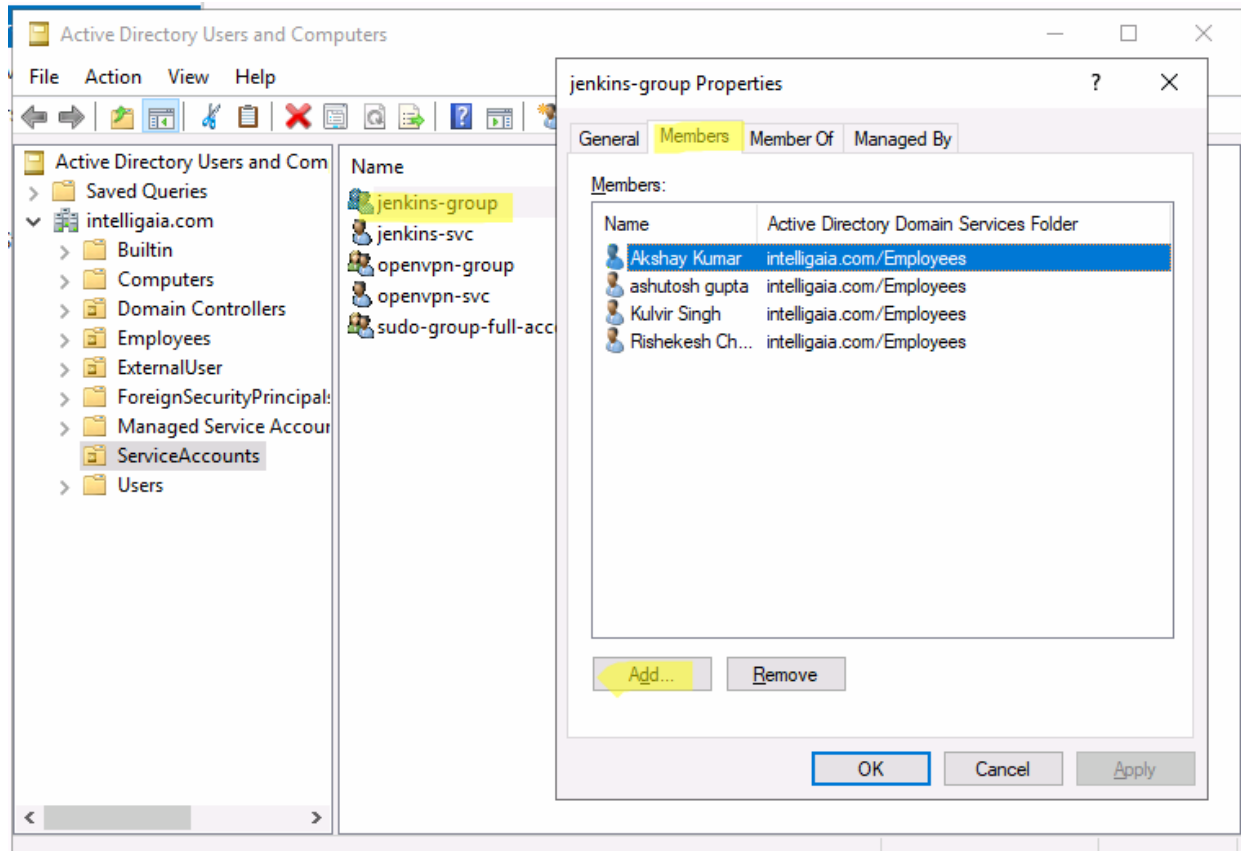
< Back Finish Cancel

9. Click on finish and the user is created based on the user add the user in the respective group

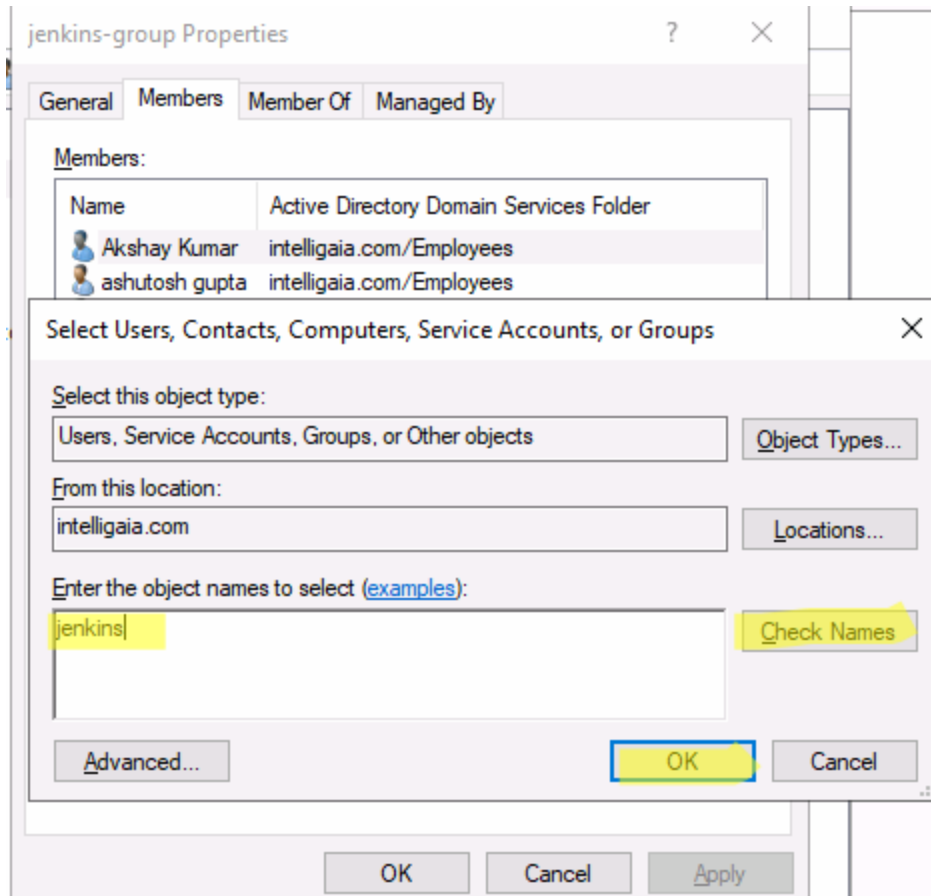
If the user needs to access Jenkins then add that user in the member of jenkins-group



10. Click on ServiceAccounts and then double click on the jenkins-group



11. Pop will appear click on members and click on add



12. Search for the user by its name and click on check names it will auto-fill the name
click ok to add the user in the group
Depending on the user we will create and add them in respective group.