# Active Directory operations documentations

## Description:

Documentation on how to setup and manage active directory.

## Service Level Agreement

**Date:**

**Between:** Student and Lecturer

**Scope of service:**

* Business Area: System Administration
* Type of Service: Network
* System: Network
* Service Hours: Class hours and out of class.
* Availability:
* Exclusions:
* Maintenance: Constant maintenance on the system will be required for monitoring the users actions.
* Service Desk: None.
* System Development Services:
* Education and Training: Need training for any admin using the Active Directory system.

Signature Owner:

Signature Customer:

## Build

To install active directory:

1. Install Windows Server 2008 or higher.
2. Start-up windows Server 2008.
3. Click start.
   1. Click Administrative Tools.
   2. Click Server Manager.
   3. Right click on Roles and click Add Roles.
4. Select Active Directory Domain Services and DNS in the list of roles to install, and then click next.
5. When the Active Directory Domain Services Installation Wizard appears makes sure the advanced mode select boxes is selected, and then click next.
6. Click ‘Create a new domain in a new forest’. Next.
7. Name your domain. We named it ‘groupj.sqrawler.com’. Next.
8. Select which forest functional level you wish. We selected ‘Windows Server 2008’. Next.
9. Select ‘DNS Server’. Next.
10. Leave the following as is. Next.
11. Finish.

## Deploy

Once AD DS is installed, go back to ‘Roles’ in ‘Server Manager’. We can now add or remove users from our AD DS/Domain. Or add new domains.

## Common Tasks

To add a new user:

1. In ‘Server Manager’, Path your way to Users by going Roles>Active Directory Domain Services>Active Directory Users and Computers>groupJ.sqrawler.com
2. Right click on the ‘Users’ folder and select New>User.
3. Now enter the users’ details. Next.
4. Enter the users’ password. Next.
5. Review user entry. Finish.

To delete a user:

1. Find the user you wish to delete in the ‘Users’ directory.
2. Right click that user, click delete. Click yes on the pop-up if you wish to delete.
3. Done.