

# Lab 1.3: Creating User and Administrator Accounts

## Objectives:

- Defining User and Administrator accounts
- Creating a user account using Ubuntu Linux
- Creating an Admin account using Ubuntu Linux
- Creating a User Account using Windows 10
- Creating an Admin account using Windows 10

A message from XYZ Corporation:

After investigating some of the benefits of using Ubuntu Linux and giving the staff a chance to demo the operating system, we've decided to utilize Ubuntu Linux for our servers, but continue using Windows 10 for the desktop machines for our staff.

Ubuntu Linux is more secure because it has been audited as it is open source. Additionally, Ubuntu does not need to be rebooted for updates, which will allow us to maintain a greater uptime on our services. However, the staff is more familiar with Windows 10, and we use a lot of Microsoft products that would make moving these machines to Linux difficult.

Because we'll be running two distinct operating systems, we'd like it if you could create some user and administrator accounts for each so we can have a seamless transition to these new systems.

## Topic 1: Defining User and Administrator accounts

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Imagine you are a Guest staying in a family member's home. You have your room where you keep your belongings, and you have limited access to other rooms. However, the owner of the house has access to all the rooms and can make changes as per their preference. Similarly, user accounts are like your room in the house, and administrator accounts are like the owner of the house who has access to all the rooms and can make changes as per their preference.

User accounts and administrator accounts are two different types of accounts that serve distinct purposes. User accounts are designed for regular users who access the system to perform specific tasks, while administrator accounts are reserved for system administrators who manage and maintain the system. User and Administrator accounts have 3 key distinct differences:

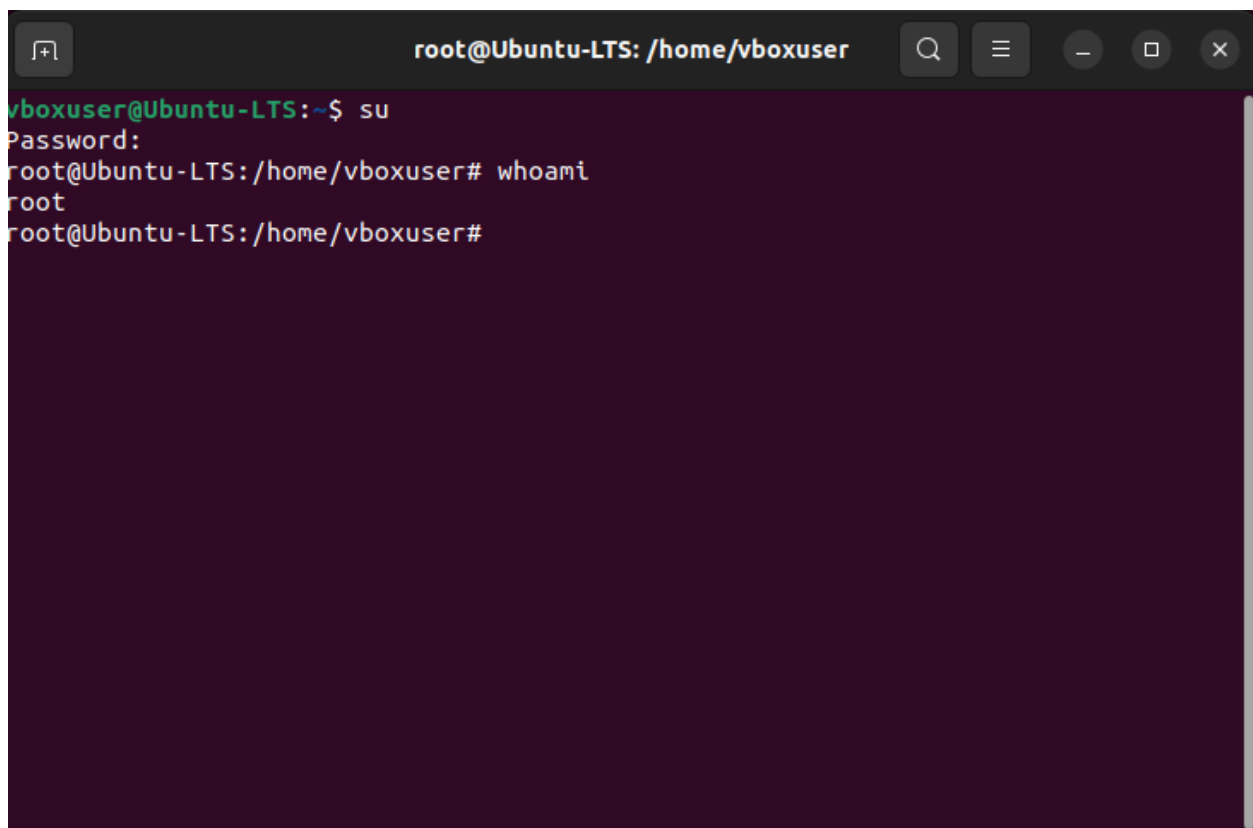
- Privileges
  - Administrator accounts have more privileges than user accounts. They can perform tasks such as managing users, configuring system settings, and accessing sensitive system information. User accounts, on the other hand, have limited privileges and can only perform tasks that are assigned to them.
- Access
  - Administrator accounts have access to all areas of the system, while user accounts are restricted to specific areas based on their roles and permissions.
- Responsibilities
  - Administrator accounts are responsible for maintaining the system, troubleshooting issues, and ensuring that the system is running smoothly. User accounts are responsible for performing specific tasks and following established policies and procedures.

## Topic 2: Making a User Account in Ubuntu Linux

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Before we can begin making new user accounts, we need to change our account to the root account within the shell. Open terminal and type the **'su'** command, followed by your password.

Once this is done, you can see we're in the root account by either looking at the username on the left, or by using the command **'whoami'**. This command will output your current user so you can identify which user you currently are in the shell.

A terminal window titled 'root@Ubuntu-LTS: /home/vboxuser'. The prompt is 'vboxuser@Ubuntu-LTS:~\$'. The user enters 'su', and the prompt changes to 'root@Ubuntu-LTS:/home/vboxuser#'. The user then enters 'whoami', and the output is 'root'. The prompt returns to 'root@Ubuntu-LTS:/home/vboxuser#'.

```
vboxuser@Ubuntu-LTS:~$ su
Password:
root@Ubuntu-LTS:/home/vboxuser# whoami
root
root@Ubuntu-LTS:/home/vboxuser#
```

Now let's switch back to the vboxuser account by typing **'su vboxuser'**. This time, you won't be prompted for a password, since you are the root account.

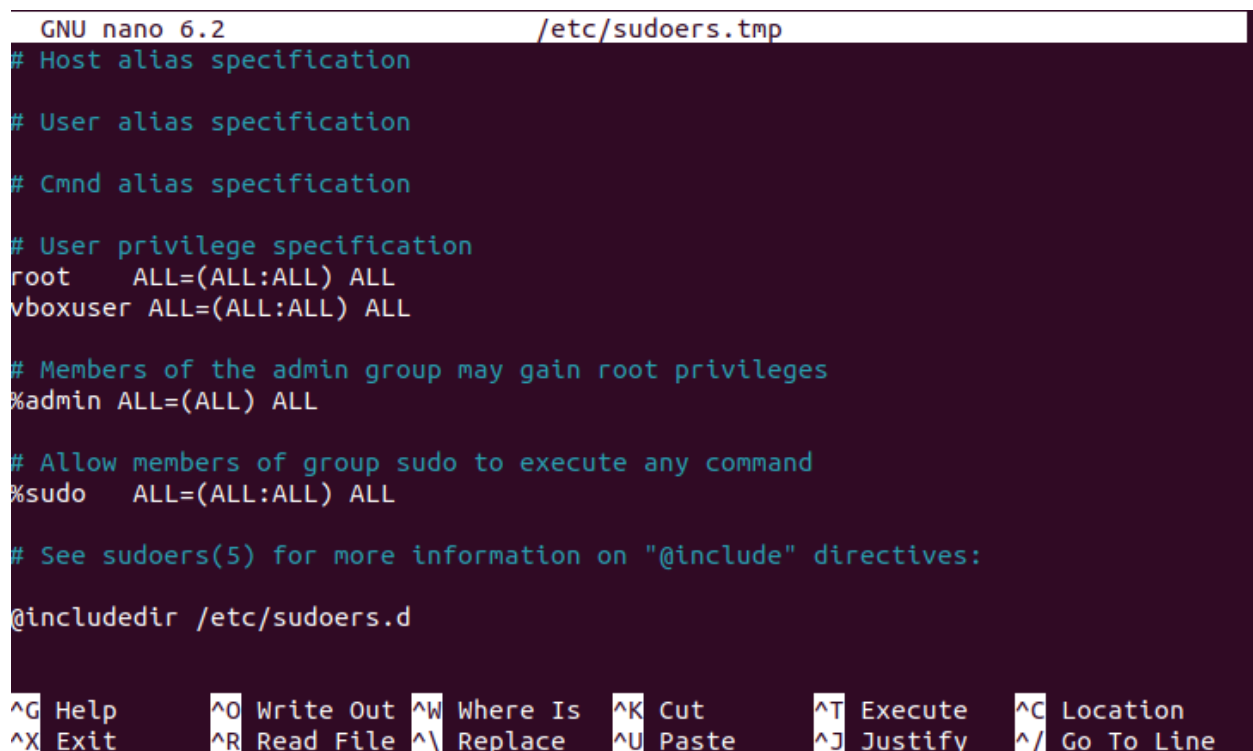
Now let's begin creating a new user. You can use the command **'adduser <name>'** to create a new user account with the name listed. However, it's important to remember that only a system administrator can add a new user to the system.

*With this in mind, using the Ubuntu VM we set up last time, what command would you input to make a new user named joe?*

You would enter 'sudo adduser joe'

As soon as you enter the information to create the new user, you'll see that it doesn't work! We need to add the vboxuser account as a sudoer. To do this, switch to the root account, and type '**visudo**'. **DO NOT** attempt to modify the /etc/sudoers file without using the 'visudo' command, as this can introduce serious vulnerabilities. Visudo creates a temporary copy of the sudoers file in case any formatting errors occur.

This will open a large text file. Here, find where it says 'User privilege escalation'. Add vboxuser to this category like so.



```
GNU nano 6.2 /etc/sudoers.tmp
# Host alias specification

# User alias specification

# Cmnd alias specification

# User privilege specification
root    ALL=(ALL:ALL) ALL
vboxuser ALL=(ALL:ALL) ALL

# Members of the admin group may gain root privileges
%admin   ALL=(ALL) ALL

# Allow members of group sudo to execute any command
%sudo   ALL=(ALL:ALL) ALL

# See sudoers(5) for more information on "@include" directives:

@include /etc/sudoers.d

^G Help      ^O Write Out ^W Where Is  ^K Cut       ^T Execute  ^C Location
^X Exit      ^R Read File ^\ Replace   ^U Paste     ^J Justify  ^_ Go To Line
```

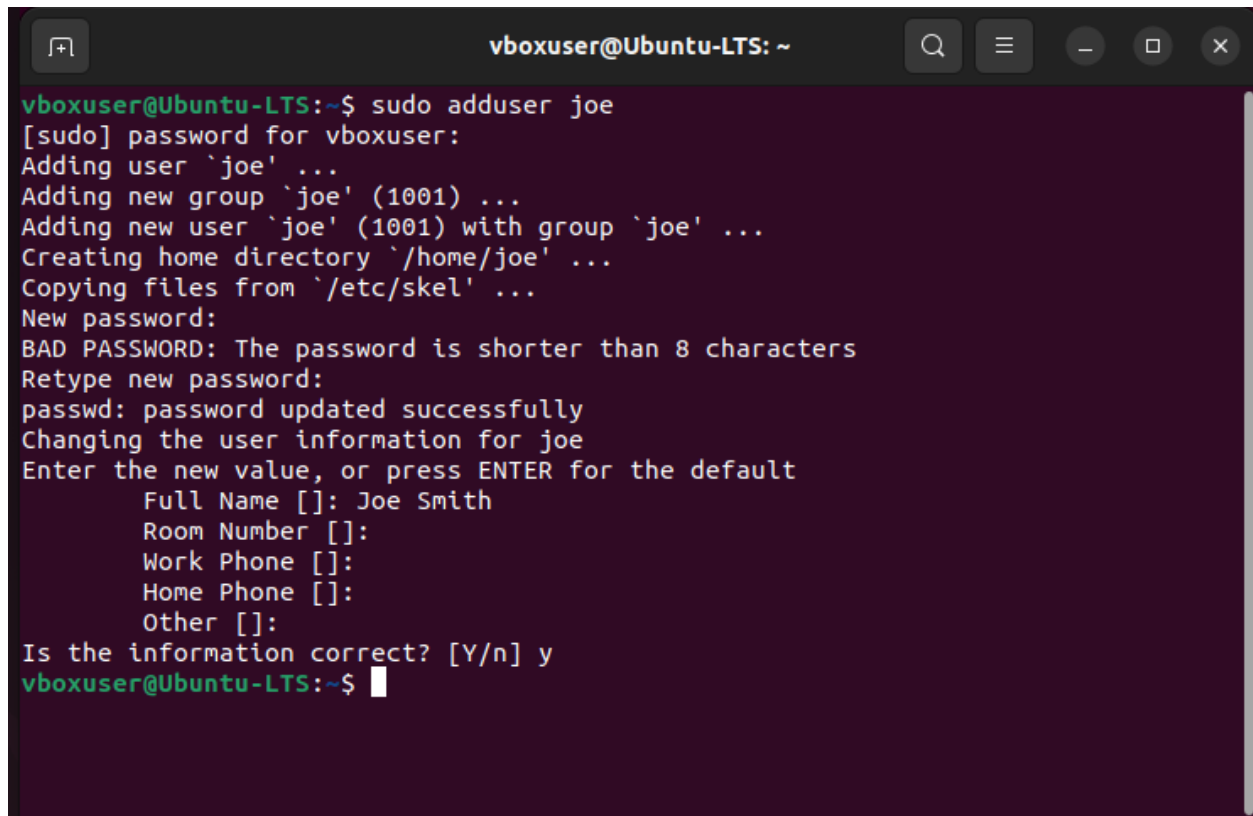
Save the file with 'CTRL+O', and quit using 'CTRL+X'. Now, the vboxuser account has permission to use the sudo command. Use 'su vboxuser' to move back to the vboxuser account.

It's very important to not utilize the root account unless absolutely necessary. From here on, we'll be using the vboxuser account with sudo to complete the labs.

Now that we've sorted the vboxuser account, try to create the joe account once again by entering the following command, followed by your password:

### **'sudo adduser joe'**

Upon entering the command to make a new user, you'll see that you are given the opportunity to add some information. This can be useful later to help identify which account names belong to which people within your organization. For this example we'll leave these blank, but it's worth noting their importance for the future.

A terminal window titled 'vboxuser@Ubuntu-LTS: ~' with standard window controls. The terminal shows the execution of the 'sudo adduser joe' command. It prompts for a password, then displays the progress of adding the user and group. It asks for a new password, which is rejected as being too short, and then accepted after being retyped. Finally, it prompts for user information, which is left blank, and asks for confirmation of the information, which is confirmed with 'y'.

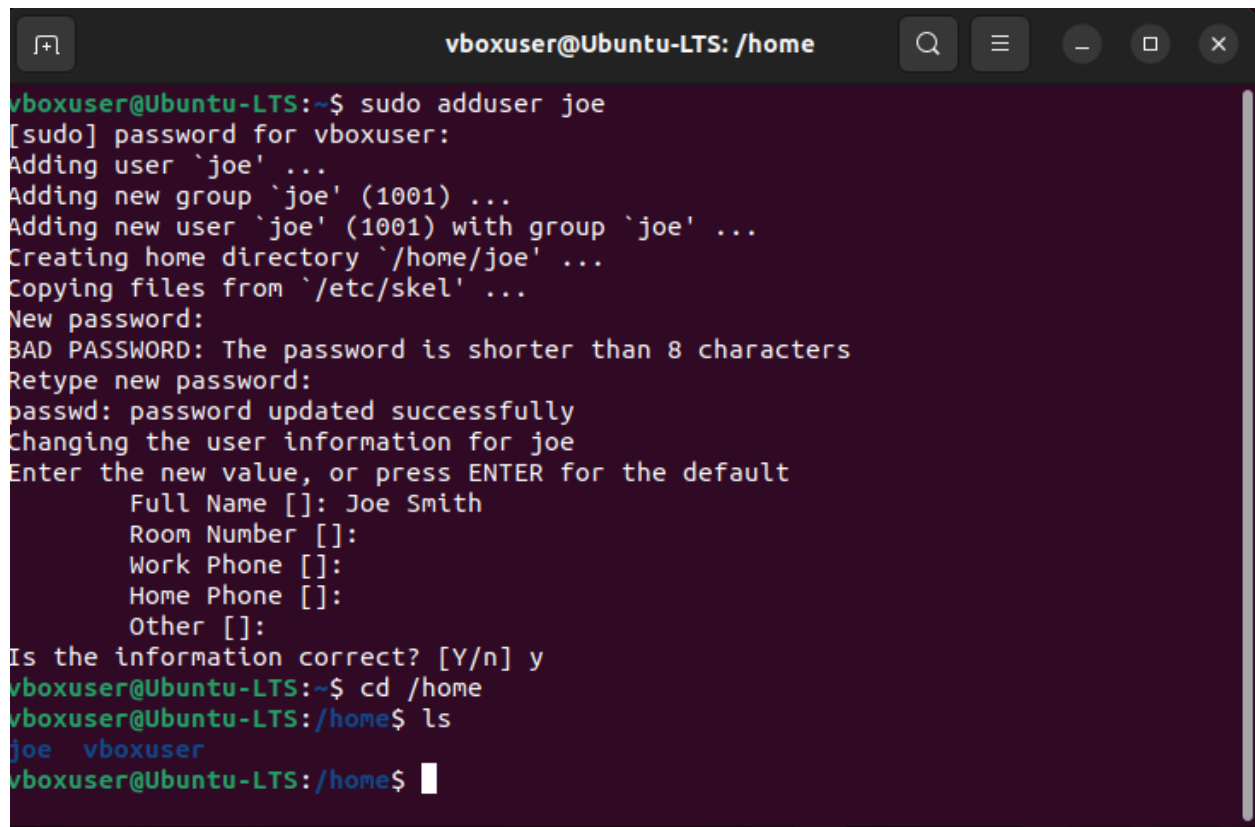
```
vboxuser@Ubuntu-LTS:~$ sudo adduser joe
[sudo] password for vboxuser:
Adding user `joe' ...
Adding new group `joe' (1001) ...
Adding new user `joe' (1001) with group `joe' ...
Creating home directory `/home/joe' ...
Copying files from `/etc/skel' ...
New password:
BAD PASSWORD: The password is shorter than 8 characters
Retype new password:
passwd: password updated successfully
Changing the user information for joe
Enter the new value, or press ENTER for the default
    Full Name []: Joe Smith
    Room Number []:
    Work Phone []:
    Home Phone []:
    Other []:
Is the information correct? [Y/n] y
vboxuser@Ubuntu-LTS:~$
```

## Exploring the New User

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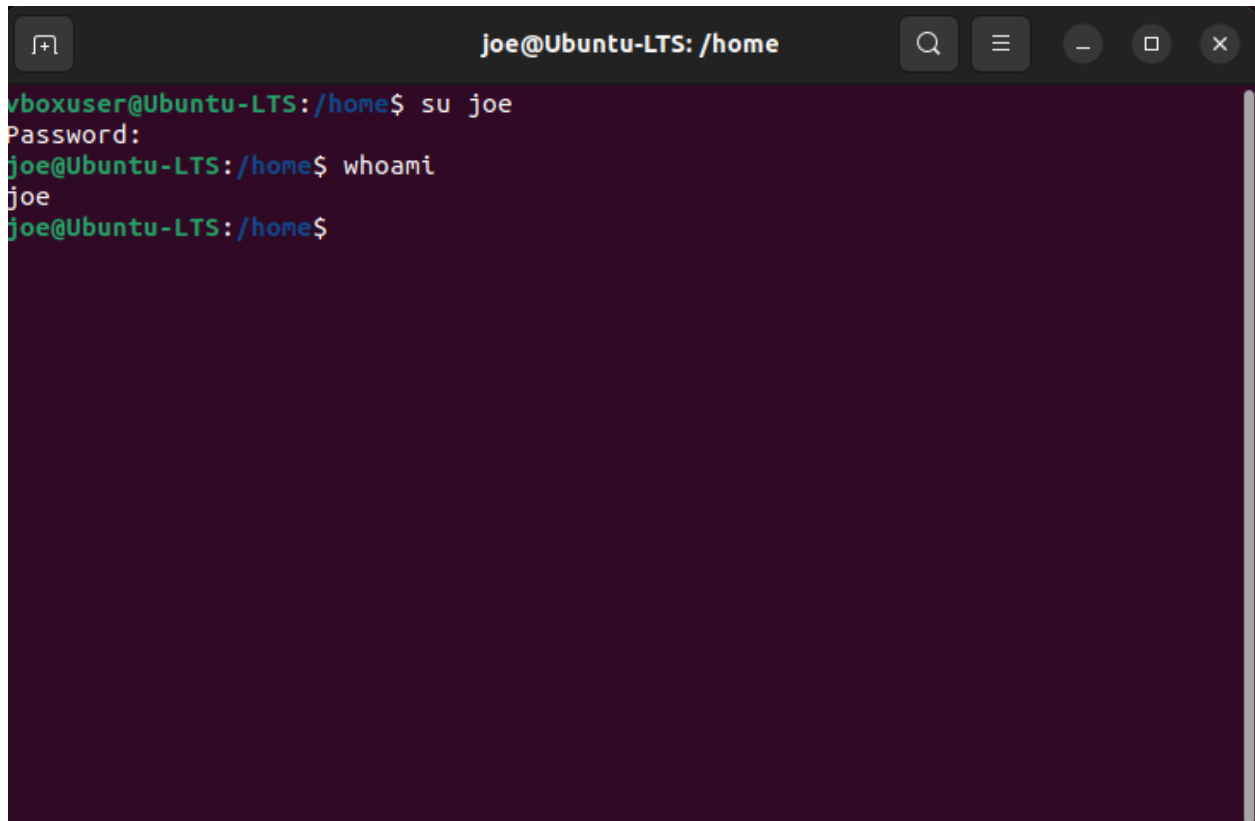
Now that we've made a new user, check the folders contained in /home with 'ls /home'. You'll see that we now have a new folder named 'joe'.

Every user on the system has their own home folder where they can store their own files and settings. In different operating systems this folder may be in different places, but on Ubuntu Linux you'll always find it in the /home directory.

A terminal window titled 'vboxuser@Ubuntu-LTS: /home' with standard window controls. The terminal shows the execution of 'sudo adduser joe'. It prompts for a password, which is rejected as being too short. After a successful password entry, it asks for user information: Full Name (Joe Smith), Room Number, Work Phone, Home Phone, and Other. It then asks if the information is correct, and the user confirms with 'y'. Finally, the user runs 'cd /home' and 'ls', which outputs 'joe vboxuser'.

```
vboxuser@Ubuntu-LTS:~$ sudo adduser joe
[sudo] password for vboxuser:
Adding user `joe' ...
Adding new group `joe' (1001) ...
Adding new user `joe' (1001) with group `joe' ...
Creating home directory `/home/joe' ...
Copying files from `/etc/skel' ...
New password:
BAD PASSWORD: The password is shorter than 8 characters
Retype new password:
passwd: password updated successfully
Changing the user information for joe
Enter the new value, or press ENTER for the default
    Full Name []: Joe Smith
    Room Number []:
    Work Phone []:
    Home Phone []:
    Other []:
Is the information correct? [Y/n] y
vboxuser@Ubuntu-LTS:~$ cd /home
vboxuser@Ubuntu-LTS:/home$ ls
joe  vboxuser
vboxuser@Ubuntu-LTS:/home$
```

If you want to switch users to Joe's account in the shell, you can do this by typing 'su joe', and typing joe's password. This will alter the shell to utilize Joe's account instead of yours. This can be particularly useful when managing multiple accounts that have different levels of access to different areas of the system.

A terminal window titled 'joe@Ubuntu-LTS: /home' with standard window controls. The terminal shows a user switch from 'vboxuser' to 'joe' using the 'su joe' command, followed by a 'whoami' command that returns 'joe'.

```
vboxuser@Ubuntu-LTS:/home$ su joe
Password:
joe@Ubuntu-LTS:/home$ whoami
joe
joe@Ubuntu-LTS:/home$
```

Deleting a User from the system

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*What do you think the following command does?*

**'deluser joe'**

*Try entering it!*

The 'deluser' command is responsible for deleting users from the system. As you may have seen, it also requires administrative permissions to be executed. This way, only administrators can remove a user from the system, should a user account become compromised.

## Understanding Groups

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Cindy is an accountant working in building A for XYZ Corporation. Mike is an engineer working in building A for XYZ Corporation. Kevin is also an accountant for XYZ Corporation, but works in building B. George is an Engineer that works in building B.

*Given this prompt, how would you group these people?*

There are multiple ways you could group these people.

- You could group them by profession, since Cindy and Kevin are both accountants, whereas Mike and George are both Engineers.
- You could also group them by location, as Cindy and Mike work in building A, but Kevin and George work in building B.
- You could group all of these people together as XYZ Corporation employees.

All of these groupings are valid and correct, but they are also unique. You might want Cindy and Kevin to have access to accounting information, but not Mike and George. Likewise, you wouldn't want Cindy and Mike to be entering building B when they don't work there. Each one of these groups has their own permissions for what they can and cannot do.

Groups in system administration are exactly the same. Collections of users that are grouped together by some category, that sometimes includes overlap. However, different groups have differing levels of permissions. The next lab will cover permissions and groups in more depth, but for now, we'll be looking at two groups: Users and Administrators.



## Topic 3: Making an Administrator Account in Ubuntu Linux

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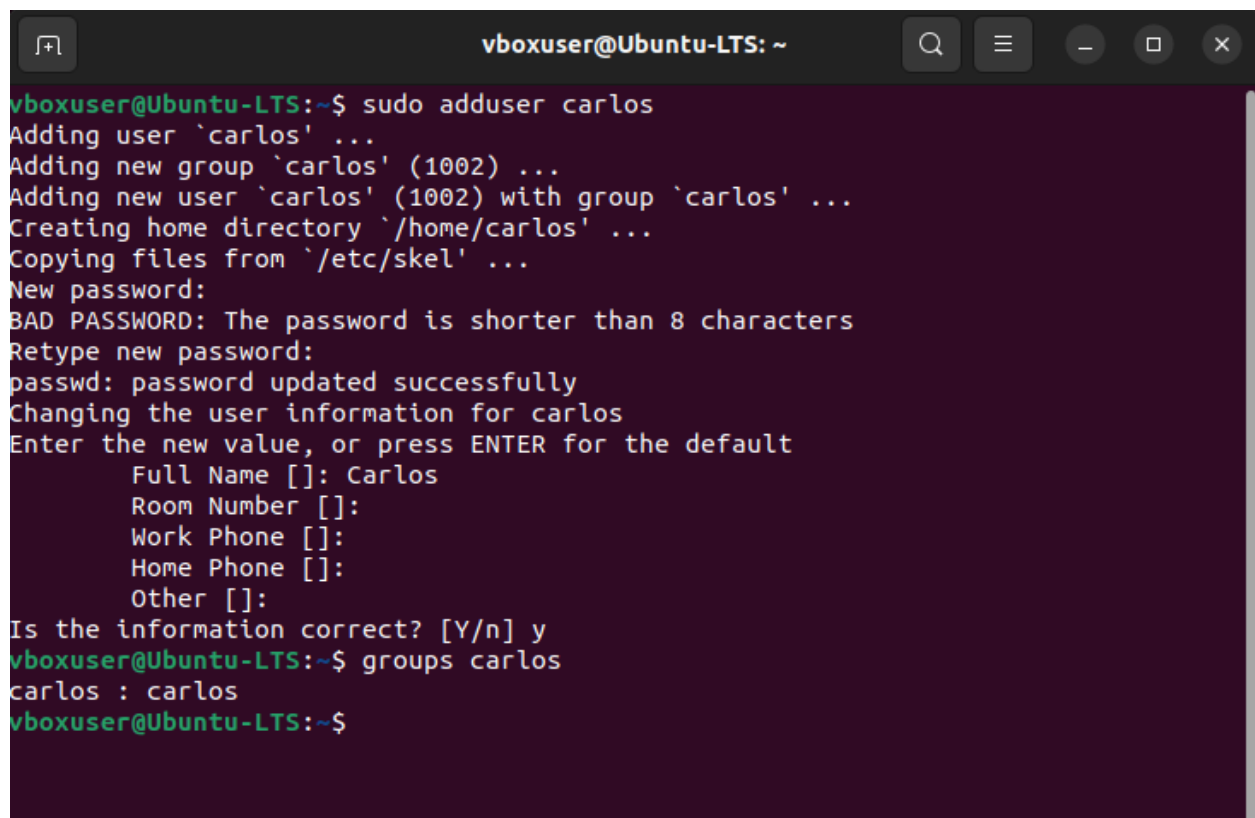
Now that you have an understanding of groups, let's add a user as an administrator.

Every user belongs to a group of their own name that contains their permissions. To view what groups a user belongs to, type **'groups <name>'**.

To make a user an administrator, we need to add them to the 'sudo' group.

First, make a new user named Carlos. Carlos has recently been promoted to an administrator, so he needs a sudoers account.

Now that Carlos has an account, let's view what groups he is in with the command 'groups Carlos'

A terminal window titled 'vboxuser@Ubuntu-LTS: ~' with standard window controls. The terminal shows the execution of 'sudo adduser carlos', which prompts for a password (noting it's too short), sets user information (Full Name: Carlos), and asks for confirmation. Finally, the command 'groups carlos' is run, showing 'carlos : carlos'.

```
vboxuser@Ubuntu-LTS:~$ sudo adduser carlos
Adding user `carlos' ...
Adding new group `carlos' (1002) ...
Adding new user `carlos' (1002) with group `carlos' ...
Creating home directory `/home/carlos' ...
Copying files from `/etc/skel' ...
New password:
BAD PASSWORD: The password is shorter than 8 characters
Retype new password:
passwd: password updated successfully
Changing the user information for carlos
Enter the new value, or press ENTER for the default
  Full Name []: Carlos
  Room Number []:
  Work Phone []:
  Home Phone []:
  Other []:
Is the information correct? [Y/n] y
vboxuser@Ubuntu-LTS:~$ groups carlos
carlos : carlos
vboxuser@Ubuntu-LTS:~$
```

As you can see, Carlos only belongs to the carlos group, since we've just created the account. We just need to add him to the 'sudo' group so that he will have administrative privileges.

To add a user to a group, we can use the 'usermod' command. Note that this command requires administrator permission so that users can not change their own or other users' permissions.

To add Carlos as an administrator, type the following command:

**'sudo usermod -a -G sudo carlos'**

Usermod is the command, which requires administrator permission to execute, so we preface it with 'sudo'.

The '-a' means 'append', or to add to an existing group instead of making a new one.

The '-G' refers to 'group', and tells the computer that we are about to list the name of the group we want to add Carlos to.

Finally we specify 'carlos' as the user that we want to add to the previously mentioned group.

After executing and entering the administrator password, we can verify that Carlos is an administrator by checking what groups he belongs to.

```
vboxuser@Ubuntu-LTS:~$ groups carlos
carlos : carlos
vboxuser@Ubuntu-LTS:~$ sudo usermod -a -G sudo carlos
vboxuser@Ubuntu-LTS:~$ groups carlos
carlos : carlos sudo
vboxuser@Ubuntu-LTS:~$
```

## Topic 4: Making a User Account in Windows 10

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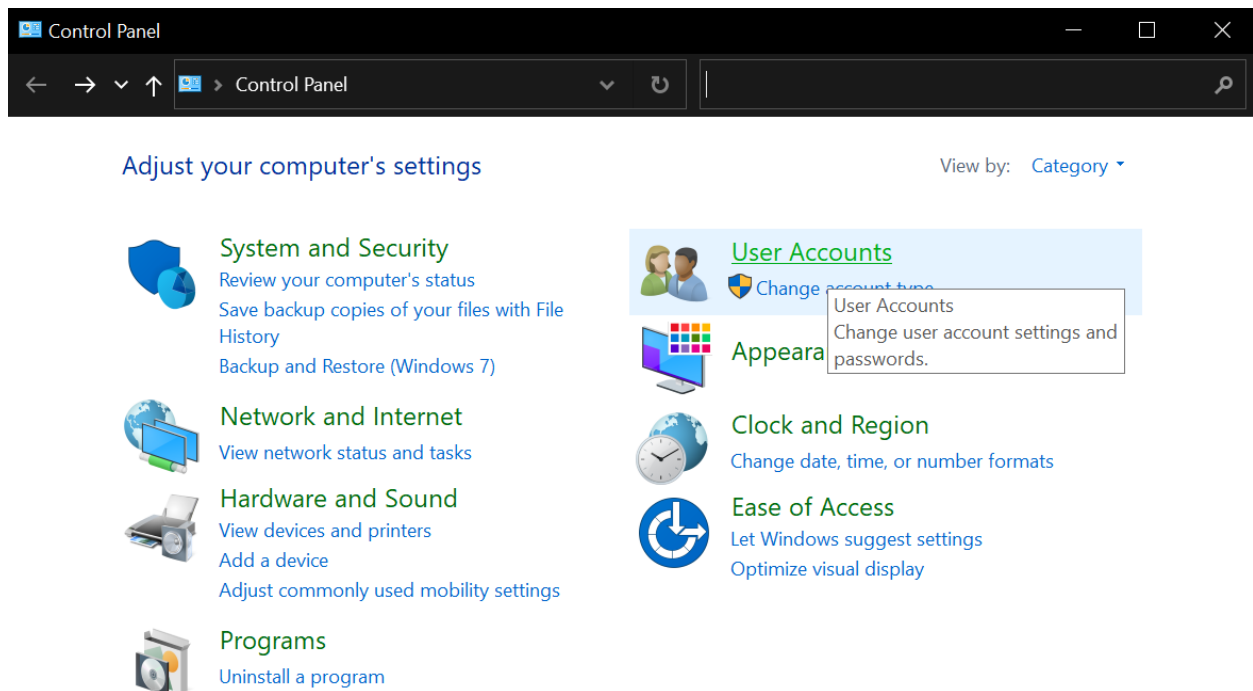
Now that you know how to add a user to Ubuntu Linux, let's cover how to do the same in Windows.

We'll be covering two ways to make user and administrator accounts in Windows. The first will be through the GUI, or graphical user interface, and the second will be utilizing Powershell.

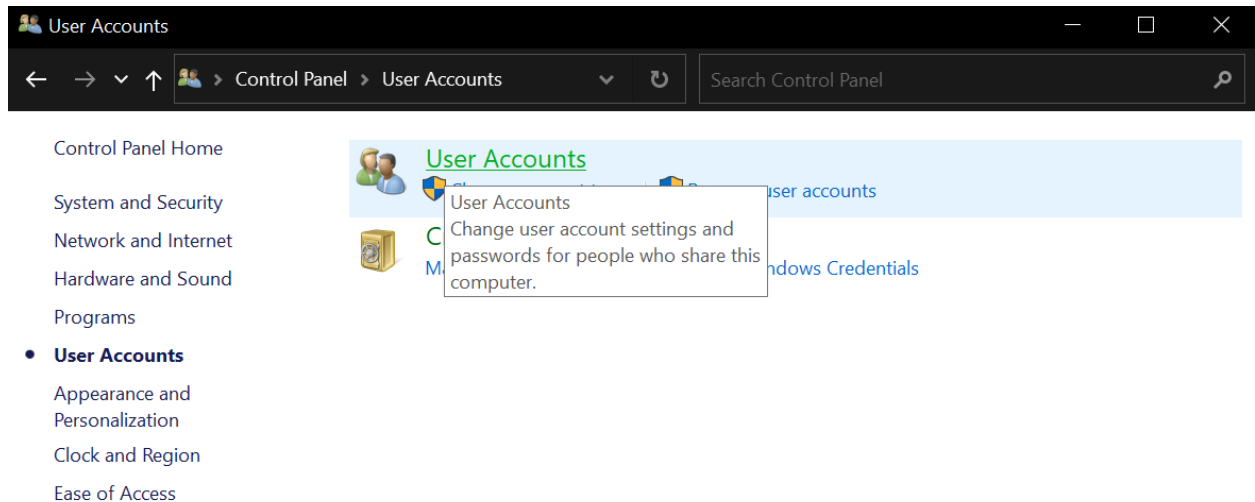
### Using the GUI (Graphical User Interface)

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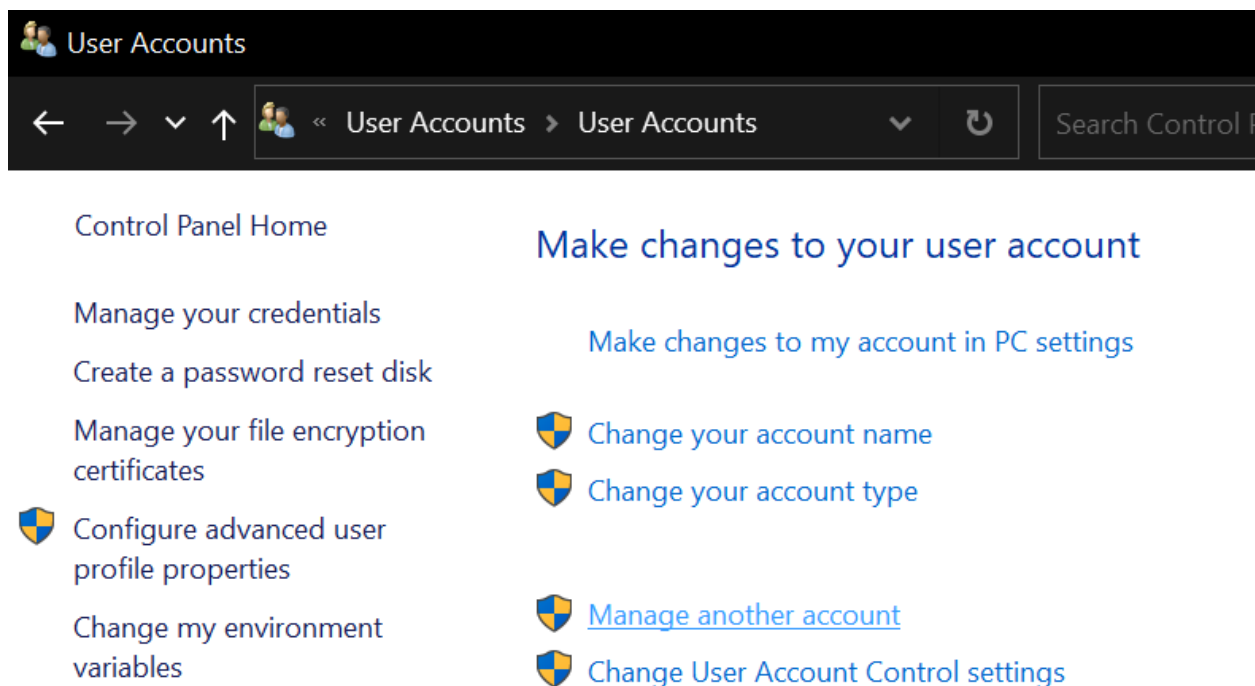
First, you'll want to open 'Control Panel'. Here you'll be able to find a plethora of computer settings, one of them being User Accounts. Click on the 'User Accounts' header to view more information.



Once inside the User Account settings, click 'User Accounts' once again to view more specific user settings.

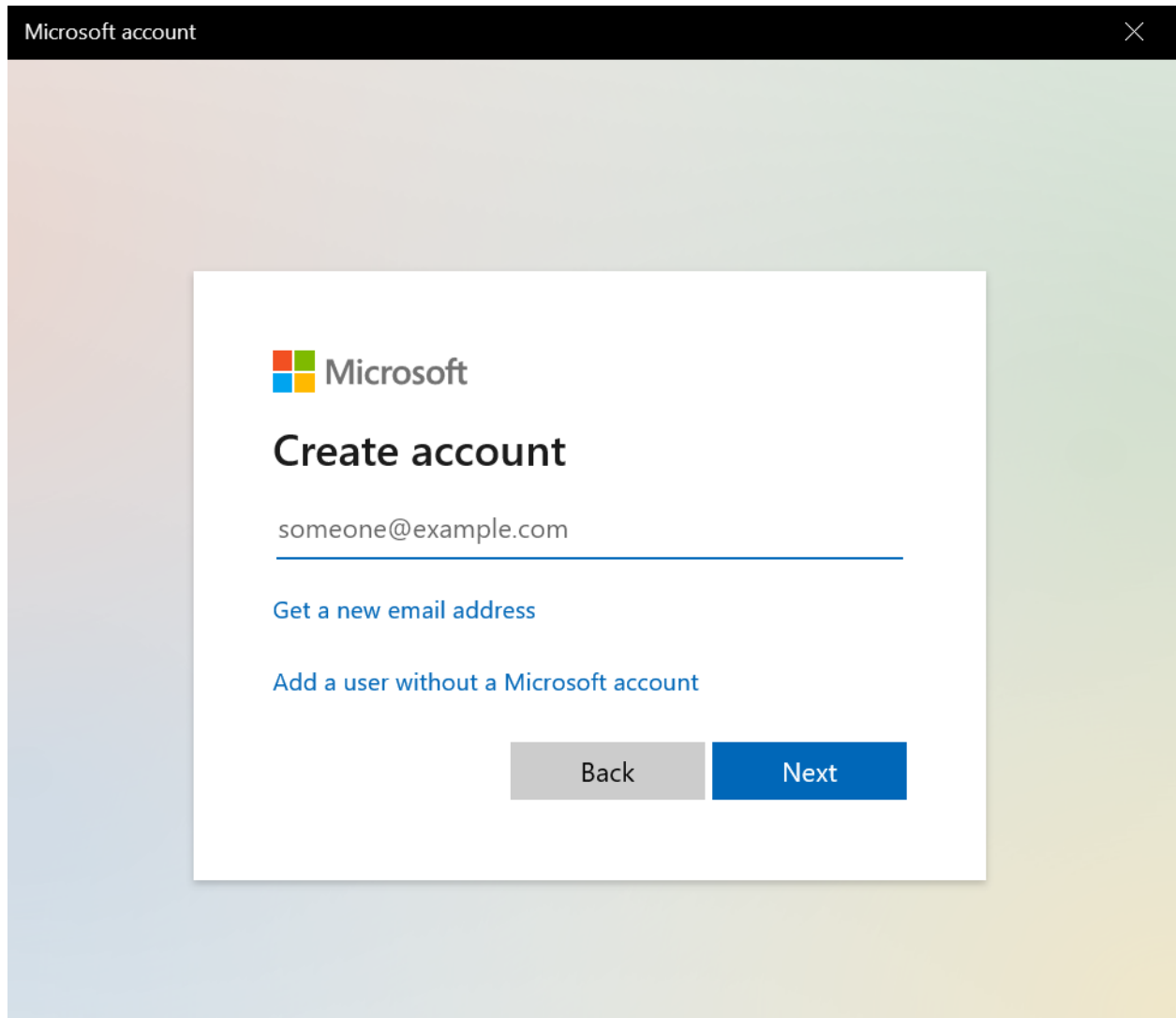


Now you should be able to see multiple options for managing your own, or others' users. Note that all of these options will require Administrative access, in the same way that Linux does.



To make a new user account, click '**Manage another account**'. This will show a window with all the PC users, including the option to add a new user. Click this option, and walk through the Wizard to create a new user.

You may be prompted to enter microsoft credentials to add a new user. This is not required, and we can simply click that we don't have the login credentials, and then not utilize a microsoft account when creating this new user.

A screenshot of a Windows 'Microsoft account' dialog box. The window has a black title bar with the text 'Microsoft account' and a close button. The main content area has a light gray background with a white central card. The card displays the Microsoft logo, the heading 'Create account', an email input field containing 'someone@example.com', and two blue links: 'Get a new email address' and 'Add a user without a Microsoft account'. At the bottom of the card are 'Back' and 'Next' buttons.

Microsoft account

Microsoft

## Create account

someone@example.com

[Get a new email address](#)

[Add a user without a Microsoft account](#)

Back Next

You can also delete accounts in the user accounts menu if needed.

## Using Powershell

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To make a new user account using Powershell, first open the Powershell program with administrative privileges.

Next, we'll have to create a secure string to store our password in temporarily by entering the following command:

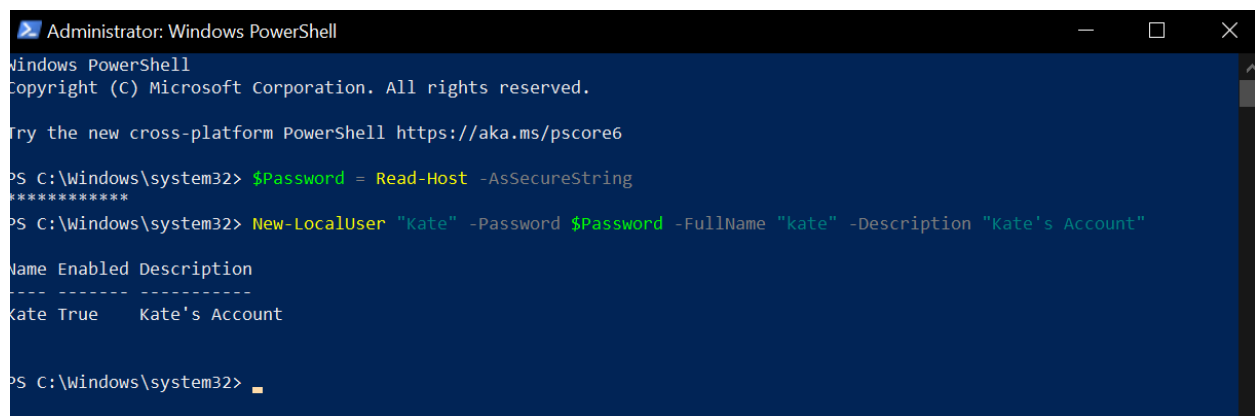
**'\$Password = Read-Host -AsSecureString'**

Hit enter, and then type the password you would like this new user account to have. Then, to create the new account, enter the following command, filling in the details:

**'New-LocalUser "<ACCOUNT NAME>" -Password \$Password -FullName "<USER FULLNAME>" -Description "<DESCRIPTION>"'**

This command will create a new local user with your specified account name, password, full name, and a description.

Now that you know how to create user accounts, make a new account for Kate! She is a secretary at XYZ Corporation. She doesn't need to have administrative access right now since she has just joined, but relies on using some Windows programs for her daily tasks.



```
Administrator: Windows PowerShell
Windows PowerShell
Copyright (c) Microsoft Corporation. All rights reserved.

Try the new cross-platform PowerShell https://aka.ms/pscore6

PS C:\windows\system32> $Password = Read-Host -AsSecureString
*****
PS C:\windows\system32> New-LocalUser "Kate" -Password $Password -FullName "kate" -Description "Kate's Account"

Name Enabled Description
-----
Kate True Kate's Account

PS C:\windows\system32>
```

To remove a user from the system using Powershell, we can utilize the following command:

**'Remove-LocalUser <USERNAME>'**

## Topic 5: Making an Administrator Account in Windows 10

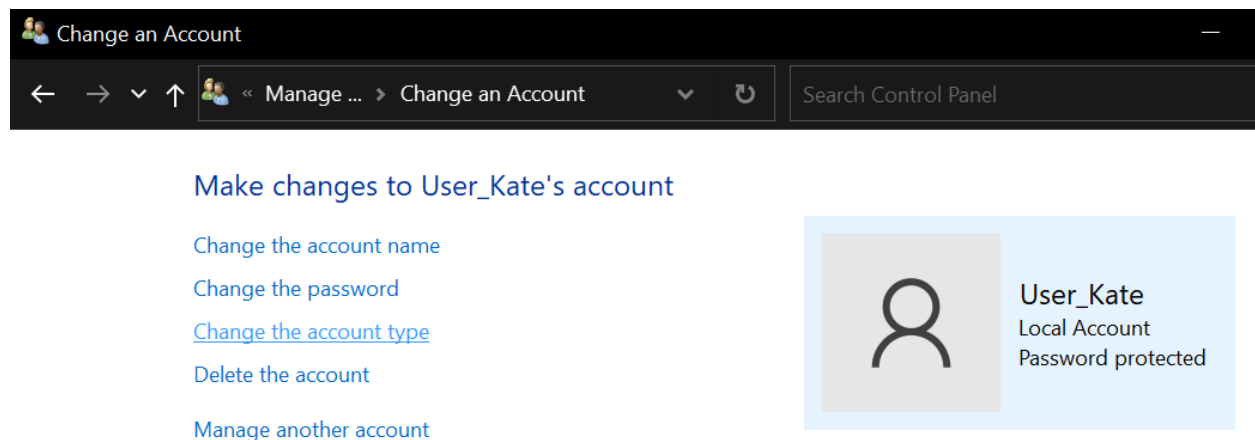
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Now that we have created a new user account, we'll show the process for how to promote a user account to have administrative privileges. It's important to only grant administrator privileges to users who you really trust, since these permissions will allow them full access to the system.

### Using the GUI (Graphical User Interface)

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To make a user an administrator in the Windows 10 user interface, navigate to 'Control Panel' -> 'User Accounts' -> 'User Accounts' -> 'Manage Another Account'. If you are logged into an Administrator account, you should be able to change the account type.



Click to change the account type, and switch it to an administrator account from a standard account.

## Choose a new account type for User\_Kate



User\_Kate  
Local Account  
Password protected

- ☒ Standard  
Standard accounts can use most software and change system settings that don't affect other users or the security of this PC.
- ☐ Administrator  
Administrators have complete control over the PC. They can change any settings and access all of the files and programs stored on the PC.

[Why is a standard account recommended?](#)

Change Account Type

Cancel

You can also delete accounts in the user accounts menu if needed.

## Using Powershell

To add a user as an administrator using Powershell, first open Powershell with administrative privileges and type the following command:

**'Add-LocalGroupMember -Group Administrators -Member <USERNAME>'**

This command adds the username specified as a member to the administrator group.

```
Administrator: Windows PowerShell
PS C:\Windows\system32> Add-LocalGroupMember -Group Administrators -Member User_Kate
PS C:\Windows\system32> Remove-LocalGroupMember -Group Administrators -Member User_Kate
PS C:\Windows\system32>
```

You can also use the following command to remove a user from the administrator group using Powershell:

**'Remove-LocalGroupMember -Group Administrators -Member <USERNAME>'**

Using these commands you can manage which users are in which groups on the system, not just the administrators group.



## Review Time!

Congratulations! You have now learned how to create accounts of various types in both Ubuntu Linux and Windows 10. Remember that every Linux distribution is slightly different, but the process should be relatively similar with only minor changes across any debian-based distribution. ~Please feel free to Google anything you don't know.~

1. Imagine Carlos has just been promoted to CFO and needs his permissions elevated to an administrative level. Modify Carlos's user permissions so that he is an administrator.
2. Maura is the new CISO at XYZ Corporation. What is a CISO? What kind of permissions would you expect a CISO to have? Please add Maura as a user and configure her permissions.
3. Joe is Maura's executive assistant. He has been at XYZ Corp. since its conception and has been granted a lot of access. Since Maura has joined the team, Joe has sent in multiple tickets to your department regarding loss of access. How would you determine his current access? Do you think there is a way to find out his previous access?
4. Victoria is also a new hire at XYZ Corp. She is now working in the IT department as a help desk technician. Do you think her position requires administrative access? Please create a profile for her and give her administrative access if her position requires it.
5. Maura has quit! She had decided to take a position elsewhere. The new CISO is coming in and needs access. His name is Alec. Please set up his access.
6. Check back in with Joe, does he have a password associated with his login? How could you find out? Can you find out what that password is?
7. Can you create a group for the CISO office? Who should be in it?
8. Make sure to get rid of any users who should no longer have access to the system!

**In order to receive credit for this lab, please take the time to record your screen for a short 1 to 3 minute video showing the user you chose added as an administrator on their respective platform so you can show your **\*\*lecturer\*\***.**

## Resources

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- (1) <https://www.vmware.com/content/vmware/vmware-published-sites/us/topics/glossary/content/virtual-machine.html.html>