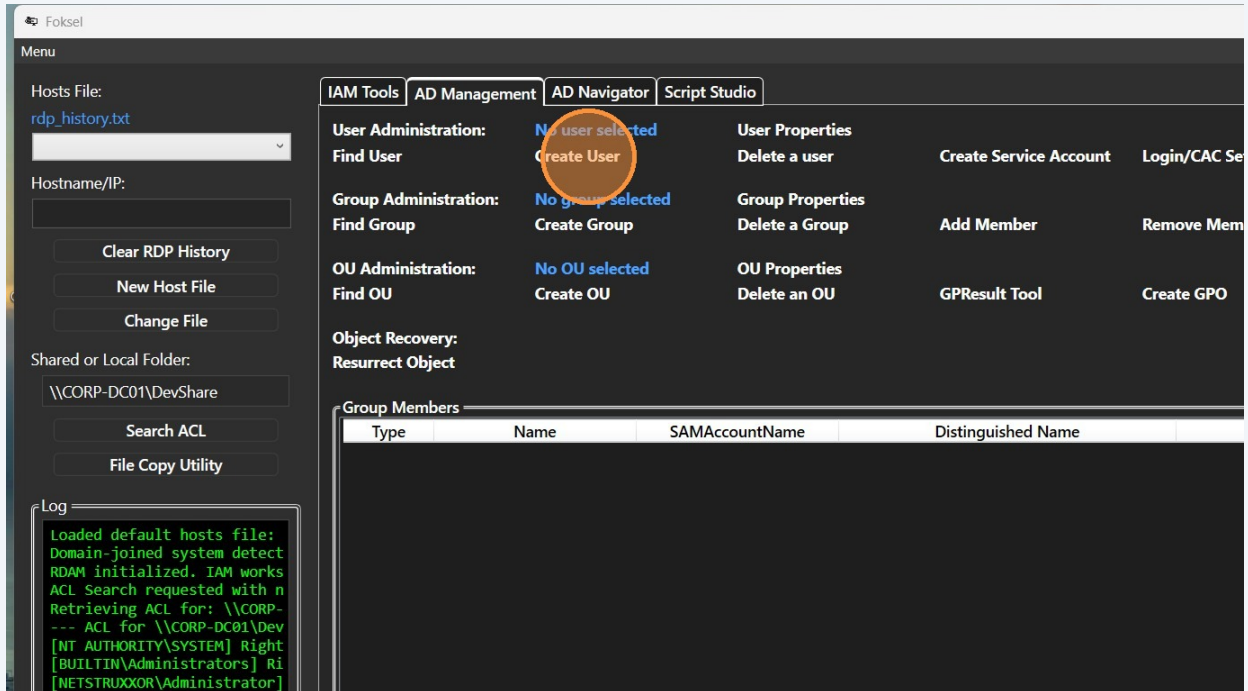


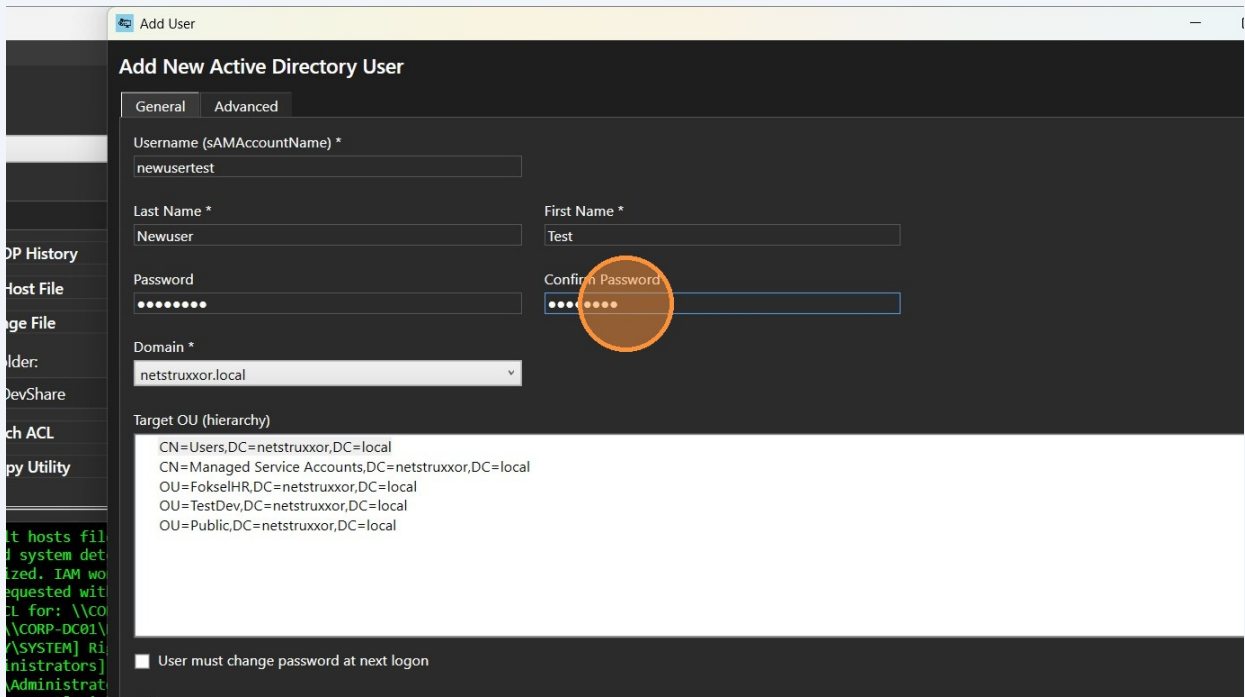
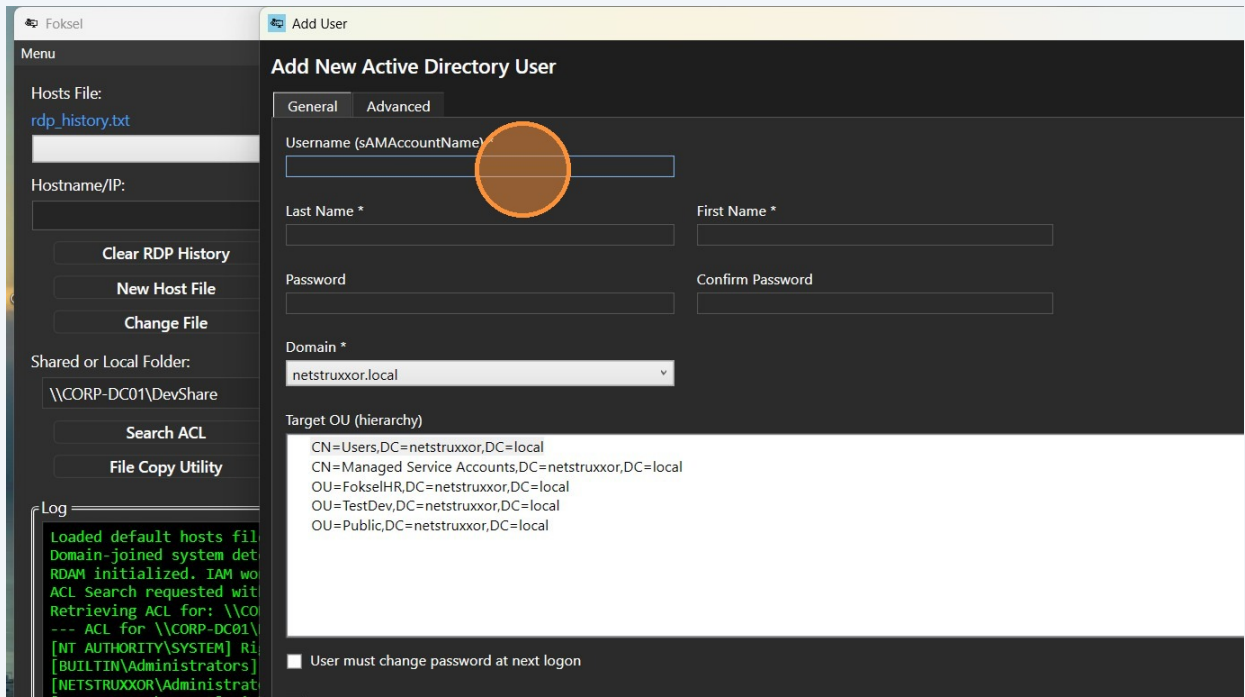
How To Create A New User In Active Directory

Learn the essential steps to navigate your domain structure and create a new user account within the Active Directory interface. This guide provides a clear walkthrough to ensure you can efficiently manage your organization's user directory.

- 1 Click "Create User" under the User Administration section.



- 2 Fill in the account details, including Username, First Name, Last Name, and Password.



Add New Active Directory User

General Advanced

Username (sAMAccountName) *
newusertest

Last Name *
Newuser

First Name *
Test

Password
••••••

Confirm Password
••••••

Domain *
netstruxor.local

Target OU (hierarchy)

- CN=Users,DC=netstruxor,DC=local
- CN=Managed Service Accounts,DC=netstruxor,DC=local
- OU=FokselHR,DC=netstruxor,DC=local
- OU=TestDev,DC=netstruxor,DC=local
- OU=Public,DC=netstruxor,DC=local

User must change password at next logon

Set custom extension attributes (extensionAttribute1-15)

3 Select the appropriate "Domain" from the dropdown menu.

Add New Active Directory User

General Advanced

Username (sAMAccountName) *
newusertest

Last Name *
Newuser

First Name *
Test

Password
••••••

Confirm Password
••••••

Domain *
netstruxor.local

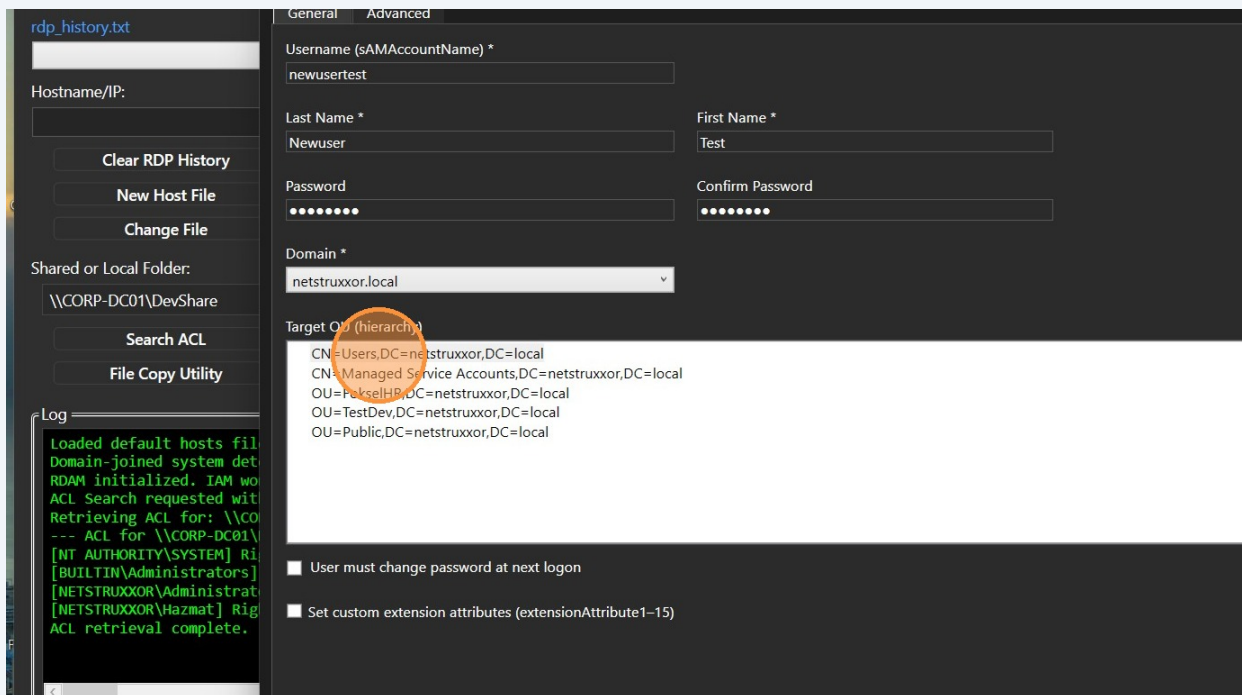
Target OU (hierarchy)

- CN=Users,DC=netstruxor,DC=local
- CN=Managed Service Accounts,DC=netstruxor,DC=local
- OU=FokselHR,DC=netstruxor,DC=local
- OU=TestDev,DC=netstruxor,DC=local
- OU=Public,DC=netstruxor,DC=local

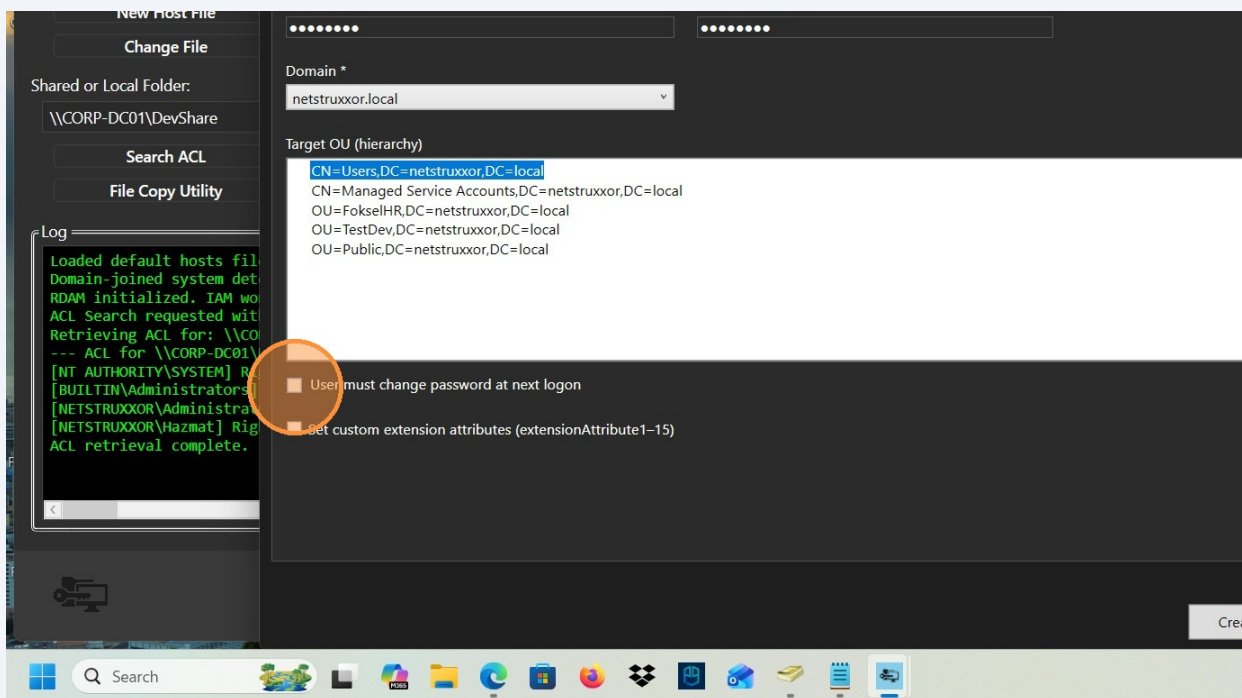
User must change password at next logon

Set custom extension attributes (extensionAttribute1-15)

4 Select the "Target OU" from the hierarchy list.



5 Check to require a password change at the next logon if required.



6

Click "Create User" to finalize the account creation. Account will be created in a disabled state to be enabled on the user's start date per organizational workflow.

