

# How to Set an Account Expiration Date

Learn how to manage user access by setting a specific expiration date for an account in Active Directory. This guide provides a quick process to ensure accounts are automatically disabled after a designated timeframe.

1 Right-click the target user account and select "Properties".

The screenshot shows the Active Directory Administrative Center interface. The 'Directory Tree' pane on the left shows a list of users, with 'Jeff Johnson' selected and circled in orange. A context menu is open over 'Jeff Johnson', with the 'Properties' option also circled in orange. The 'Object Summary' pane on the right displays the following information:

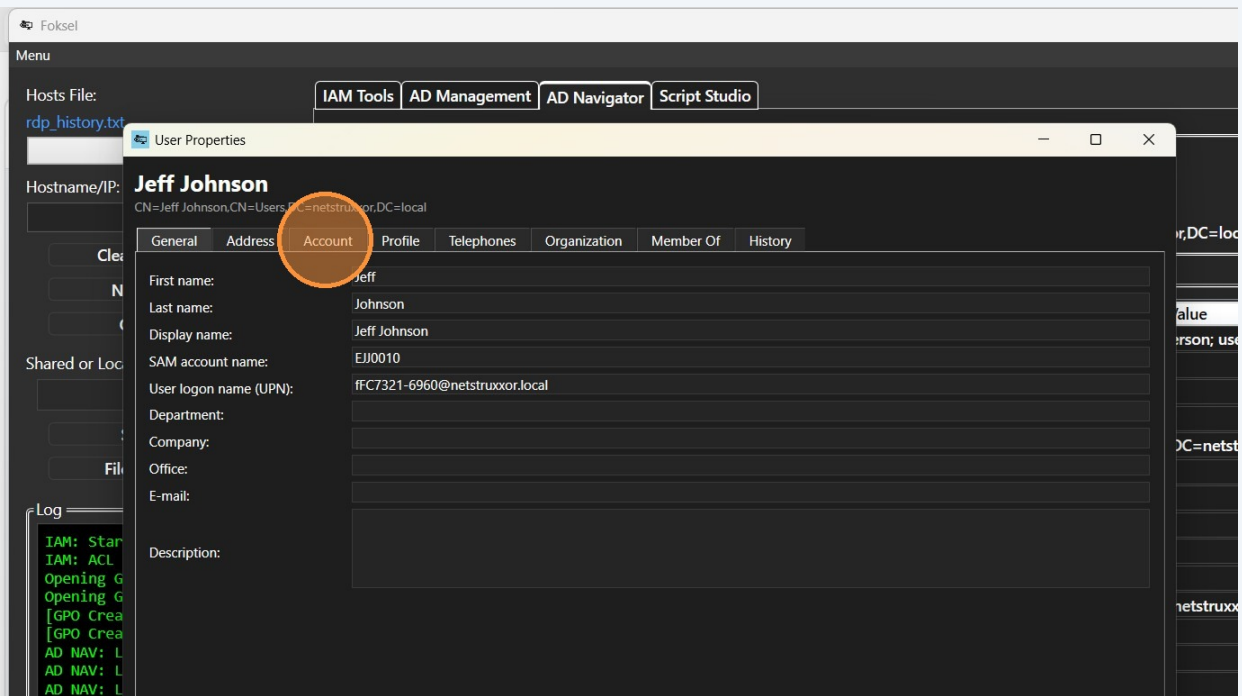
Type: user  
Name: Jeff Johnson  
SAM: EJJ0010  
Distinguished Name: CN=Jeff Johnson,CN=Users,DC=netstruxor,DC=loc

The 'Attributes' table below shows the following data:

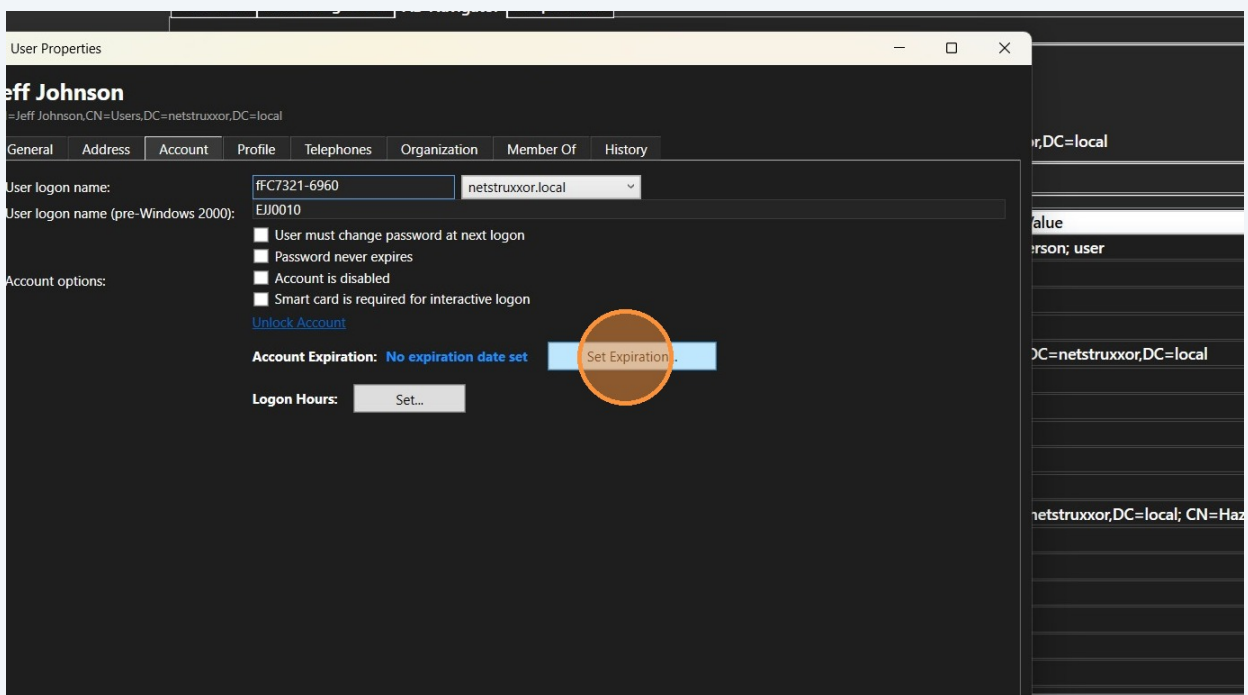
Attribute	Value
objectClass	top; person; organizationalPerson; user
cn	Jeff Johnson
sn	Johnson
givenName	Jeff
distinguishedName	CN=Jeff Johnson,CN=Users,DC=netstruxor,DC=loc
instanceType	4
whenCreated	3/1/2026 4:27:49 AM
whenChanged	3/1/2026 4:27:49 AM
displayName	Jeff Johnson
uSNCreated	System._ComObject
memberOf	CN=DEVOPS,CN=Users,DC=netstruxor,DC=loc
uSNChanged	System._ComObject
nTSecurityDescriptor	System._ComObject
name	Jeff Johnson

The 'Log' pane at the bottom left shows a list of system events, including 'ACL Search complete', 'IAM: Starting ACL retrieval', and 'AD NAV: Loaded attributes'.

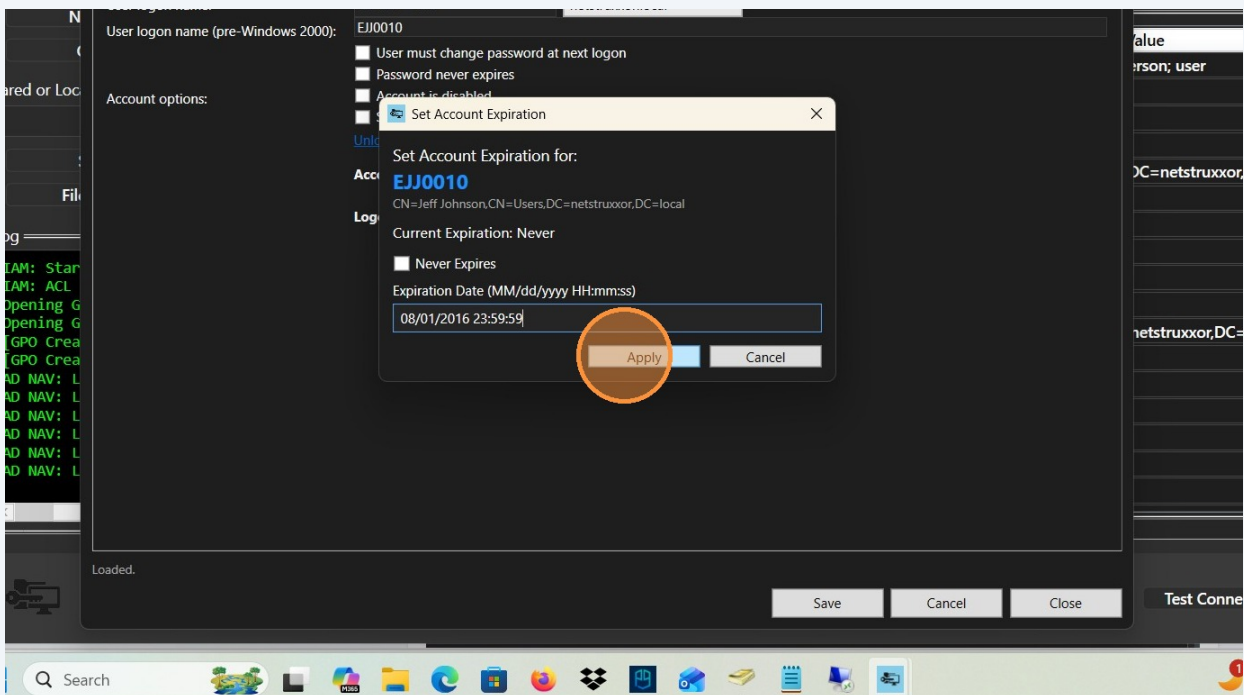
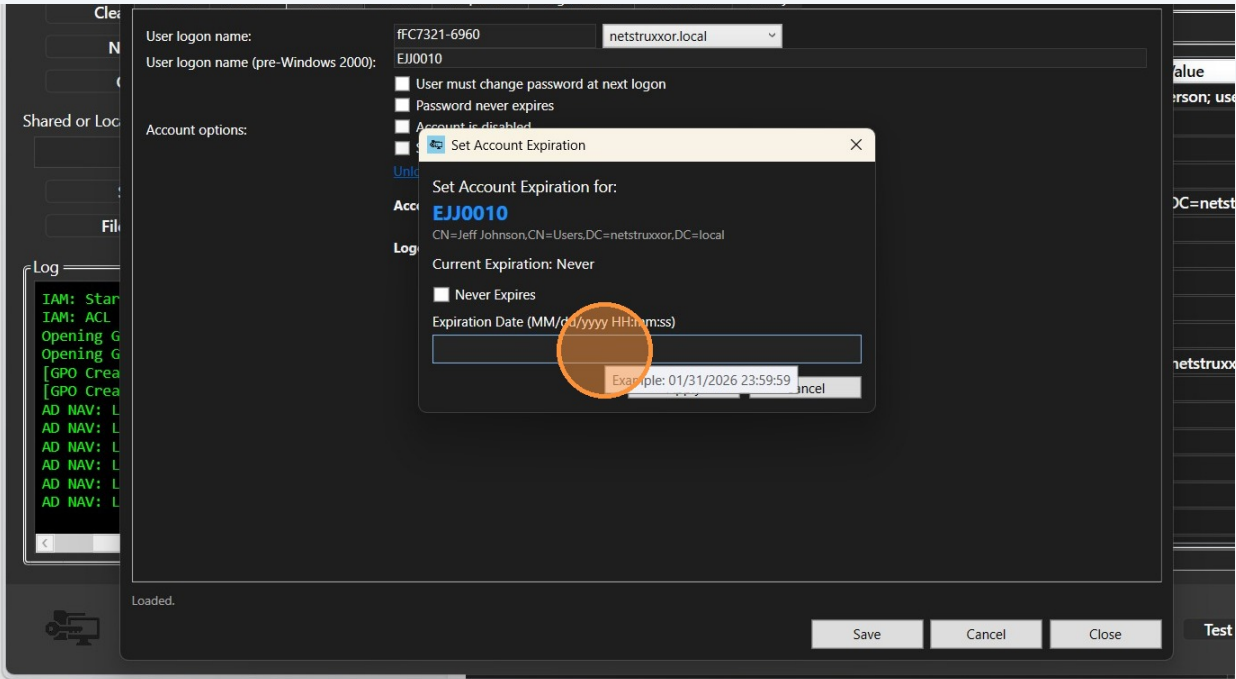
## 2 Select "Account" tab.



## 3 Click "Set Expiration..."



4 Enter account expiration date and click "Apply".



5 Click "Close" to exit User Properties window.

