

Using Administrative Tools - Active Directory Users and Computers

CHANGING AN EXISTING USER'S PASSWORD

1. Open Administrative Tools: Start> Administrative Tools> Active Directory Users and Computer
2. Hover mouse over user's name
3. Right click and choose "Reset Password"
4. Enter new password twice in boxes. Follow password rules.
5. Uncheck "User must change password at next login"
6. If "Account Status" displays as "Locked," check "Unlock user's account"
7. Click "OK"

CREATING A NEW USER ACCOUNT IN ACTIVE DIRECTORY

1. First, make sure you've created a Raiser's Edge account, and assigned rights to this user
2. Open Administrative Tools > Active Directory Users and Computers
3. Click on "Create New User in the current Container" Icon



4. "New Object – User" appears. Fill out
 - a. First name
 - b. Last name

- c. User logon name (example: Anne Brown = abrown)
 - d. Click “next”
- 5. Password window
 - a. Enter new password twice in boxes. Follow password rules.
 - b. Box “User must change password at next login” is automatically filled out. Leave checked.
 - c. *NEVER* check “Password Never Expires”
 - d. Click **Next**
 - e. Click **Finish**
- 6. User Properties
 - a. Double click on the user name
 - b. In **General** tab, under Description, you can enter anything you like
 - c. Choose **Member Of** tab
 - i. Click Add
 - ii. In box simply enter the name of your domain abbreviation we use for you. Examples: Claremont McKenna College, enter CLMCK; Norwich University, enter NOUNI)
 - iii. Click OK
 - iv. (user is added to *the ***** Remote Desktop Users*)
 - v. Click OK again
 - vi. EXIT Active Directory Users and Computers
- 7. Go to **Raiser’s Edge > Admin > Security** and enable *Window’s Authentication* for user.

DELETING OR DISABLING AN EXISTING USER

1. Open Administrative Tools > Active Directory Users and Computer
2. Hover mouse over user’s name
3. To delete an account (permanent):
 - a. Right click and choose “Delete”
4. To disable an account (temporary, for employees that go on leave):
 - a. Right click and choose “Disable Account”
 - b. To enable an account, right click and press “Enable Account”