SOP #	IS-N0001-000
Issue date	2009/05/01
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Department	Information Services
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Disclosable	DO NOT DISCLOSE

Title	**Creating a Network Account**

1.0 Purpose

1.1 To explain the process of creating a network account on the co.kittitas.wa.us domain.

2.0 Scope

2.1 This Standard Operating Procedure (SOP) applies to the Computer Systems Administrator.

3.0 Definitions

3.1 **CSA**
Computer Systems Administrator.

3.2 **OU**
Organizational Unit. Refers to an administrative-level container that allows administrators to organize groups of users or computers.

3.3 **ADUC**
Active Directory Users and Computers MMC

3.4 **HR**
Human Resources

4.0 Responsibilities

4.1 The CSA will create new network accounts.

5.0 Prerequisites

5.1 HR will provide the request for network account via the HR Pre-orientation Checklist form on CAMAS.

6.0 Procedure

NOTE: In the sections below, **department** refers to the official department name to which the user belongs. **User** and **logon name** refer to the user name in the form of firstname.lastname, or [preferred firstname]. lastname.

6.1 Create network account:

6.1.1 Log into exchange server

6.1.2 Open ADUC

6.1.3 Browse to the co.kittitas.wa.us domain

6.1.4 Browse to the appropriate OU, usually co.kittitas.wa.us\department\users

6.1.5 Right click on a user in the same position and select "copy..."

6.1.6 Enter first name

6.1.6.1 Use preferred first name if provided

6.1.7 Enter last name

6.1.8 Enter logon name in the form of firstname.lastname

6.1.8.1 Use preferred first name if provided

6.1.9 Enter initial password

6.1.9.1 This will be in the format of the word "Password" followed by the numeric month of orientation and the first and last initials of the employee. The month number will not be padded with a zero (January is 1, not 01). The logon name will be entirely in lower case.

a) Example: Jonathan (preferred name John) Smith will perform orientation on July 1st. His logon name will be john.smith and his password will be Password7js.

6.1.10 Place a check in the box labeled "User must change password at next logon"

6.1.11 Place a check in the box labeled "Create an exchange mailbox"

6.1.12 Verify that Alias, Server and Mailbox Store are accurate

6.1.13 review the information and complete the process

6.1.14 Right click on the newly created user in ADUC and choose properties

6.1.15 Under General tab

6.1.15.1 Review First Name, Last Name, Display Name, Description, Office and Telephone number

6.1.15.2 Description will be the employee job title

6.1.15.3 Office will be department name

6.1.15.4 Phone number will be their office number entered as the full 10 digit phone number in the format (509) xxx-xxxx

6.1.16 Under Organization tab

6.1.16.1 Review Title, Department, Company

6.1.16.2 Title will be employee’s job title

6.1.16.3 Department will be department name

6.1.16.4 Company will be Kittitas County

6.1.17 Under Member Of tab

6.1.17.1 Review list of security and distribution groups

6.1.17.2 Ensure that user is member of _department, department, Domain users, and Logon global

6.1.17.3 Ensure that user has primary group of department

6.1.17.4 Ensure that user is member of any special network groups that were requested in then Network Account for HR Pre-orientation service request.

6.2 Create personal folder for H: drive mapping

6.2.1 No H: drive folder will be created for temporary/volunteer/intern employees.

6.2.2 Browse to \\fileserver\department_priv

6.2.3 Create folder with an identical name to new employee logon name

6.2.4 Right click New folder, choose Properties and go to Security tab

6.2.5 Choose Advanced, and remove check from box titled "Allow inheritable permissions from the parent to propagate to this object and all child objects. Include these with entries explicitly defined here."

6.2.5.1 You will be prompted to Copy, Remove or Cancel. Choose Copy.

6.2.6 Click OK to close the Advanced Security Settings window

6.2.7 In the main security window, click Add, type in the new logon name, and grant full control.

6.3 Send email to _HR and close SR

6.3.1 Use direct email (not SR) to notify HR that the new account has been created, and provide the logon name and the password. If there is any special information, provide that in the email.

6.3.2 Do not enter the new user's logon name and/or password into the SR when closing it.

7.0 Documents

7.1 None.

8.0 References

8.1 See IS Policy "Account Management"

9.0 Departments affected

9.1 All County departments.

SOP Revision History

Rev #	Issue Date	Summary of Changes
000	2009/04/30	Original issue.

SOP Approval

	Name/Title/Department	Date
Author:	Bryan Clark, Computer Systems Administrator, IS	2009/04/30
Reviewer:	Dave Neel, Service Desk Specialist, IS	2009/05/05
Approver:	Duke Senter, Director, Information Services	2009/05/11