



Title: Moving User's in the Windows FERMI Domain

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Rev: 1.2

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GENERAL			
<b>Description</b>	The Move User Account procedure governs the moving of a new user computer account created in the Windows FERMI Active Directory to the appropriate OU (organizational unit).		
<b>Purpose</b>	This procedure allows the Service Desk Agent to be able to provide this particular computer account service.		
<b>Applicable to</b>	This document applies equally to all Fermilab personnel		
<b>Supersedes</b>	No previous version		
<b>Document Owner</b>	Service Desk	<b>Owner Org</b>	Computing Division
<b>Effective Dates</b>	09-13-2010 – xx-xx-xxxx	<b>Revision Date</b>	xx-xx-xxxx

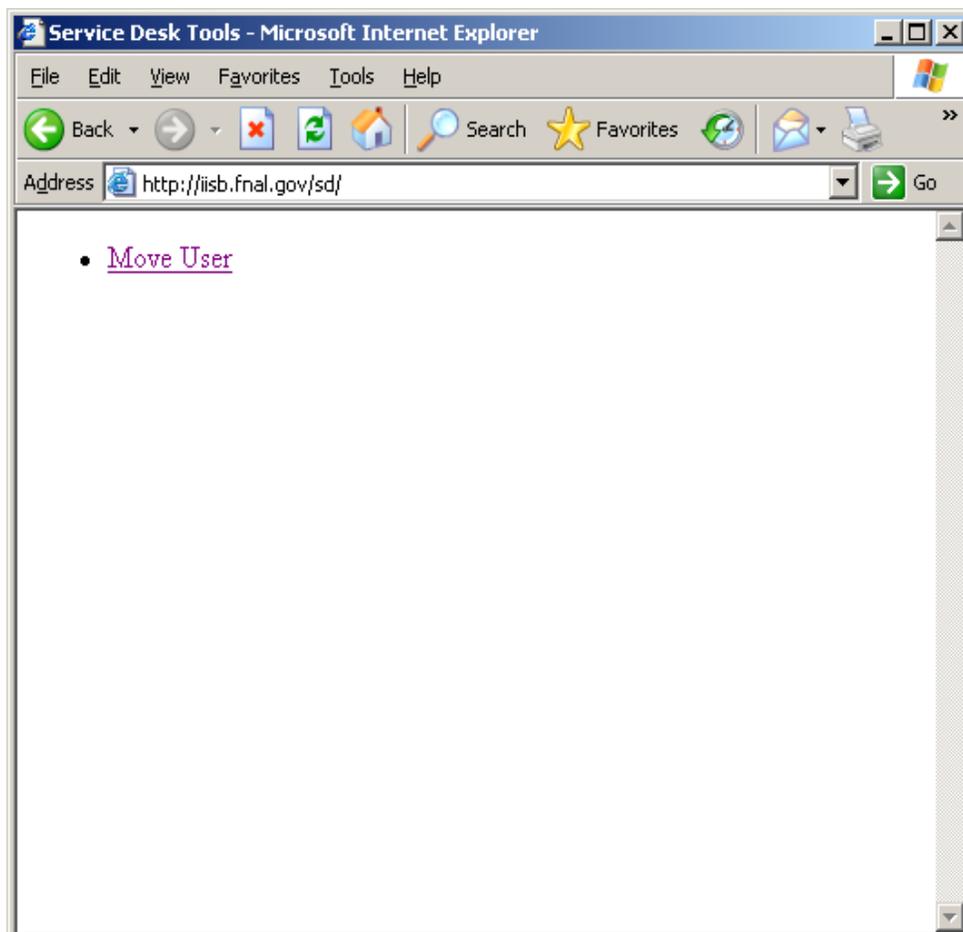
VERSION HISTORY			
Version	Date	Author(s)	Change Summary
Draft 1.0		Tom Bozonelos	Initial draft
Draft 1.2		Tom Bozonelos	Revised Draft
Final	09/09/2010	Tom Bozonelos	Final

## Configuration Items

- One must use **Internet Explorer** running using your Windows –**admin** account. Ex. Fermi\trb-admin. Then, your password to authenticate.
- **DO NOT** enter a username and password if you're prompted to do so again because Windows Integrated Authentication is used.

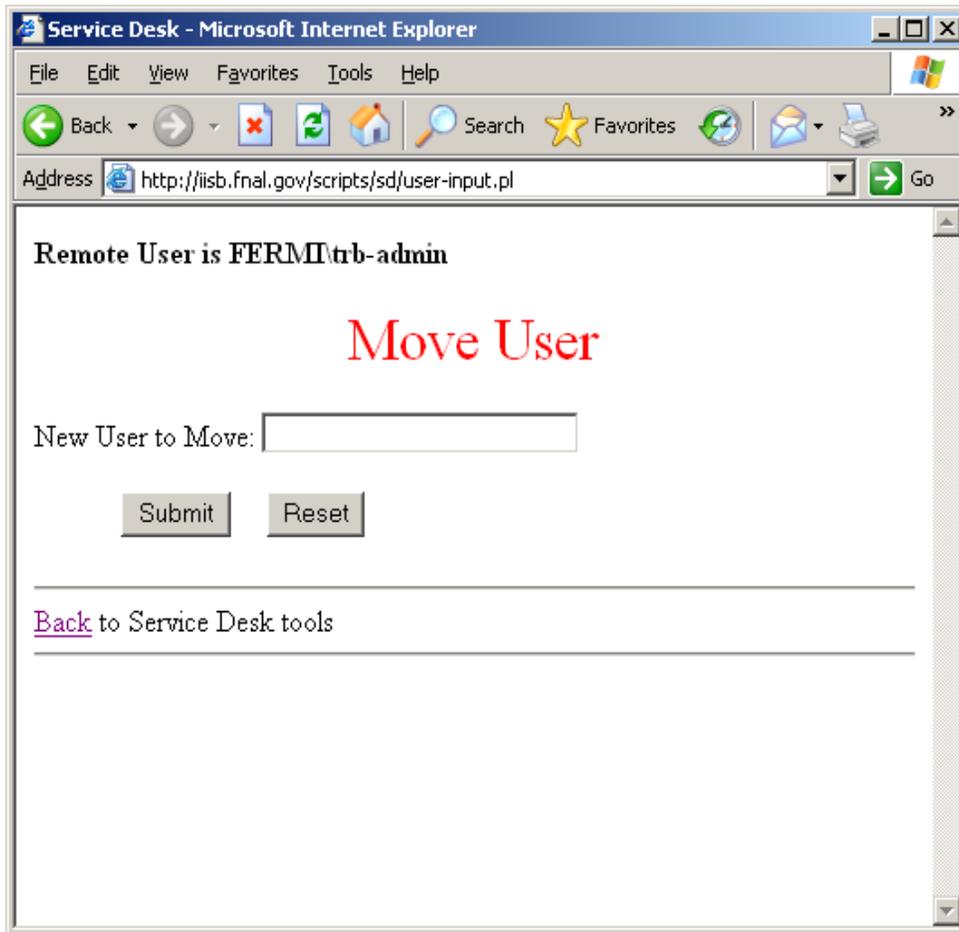
Note: you may have to add the host **iisb.fnal.gov** within **IE**. To do so, launch IE, go to Tools – Internet Options – Security. Select **Local intranet** then click on the **Sites** button. Next click on the Advanced button. Enter iisb.fnal.gov in the text box labeled *Add this Web site to the zone...* Click the Add button; then OK.

Move User web-site: <http://iisb.fnal.gov/sd/>





Clicking on **Move User** should display the following:

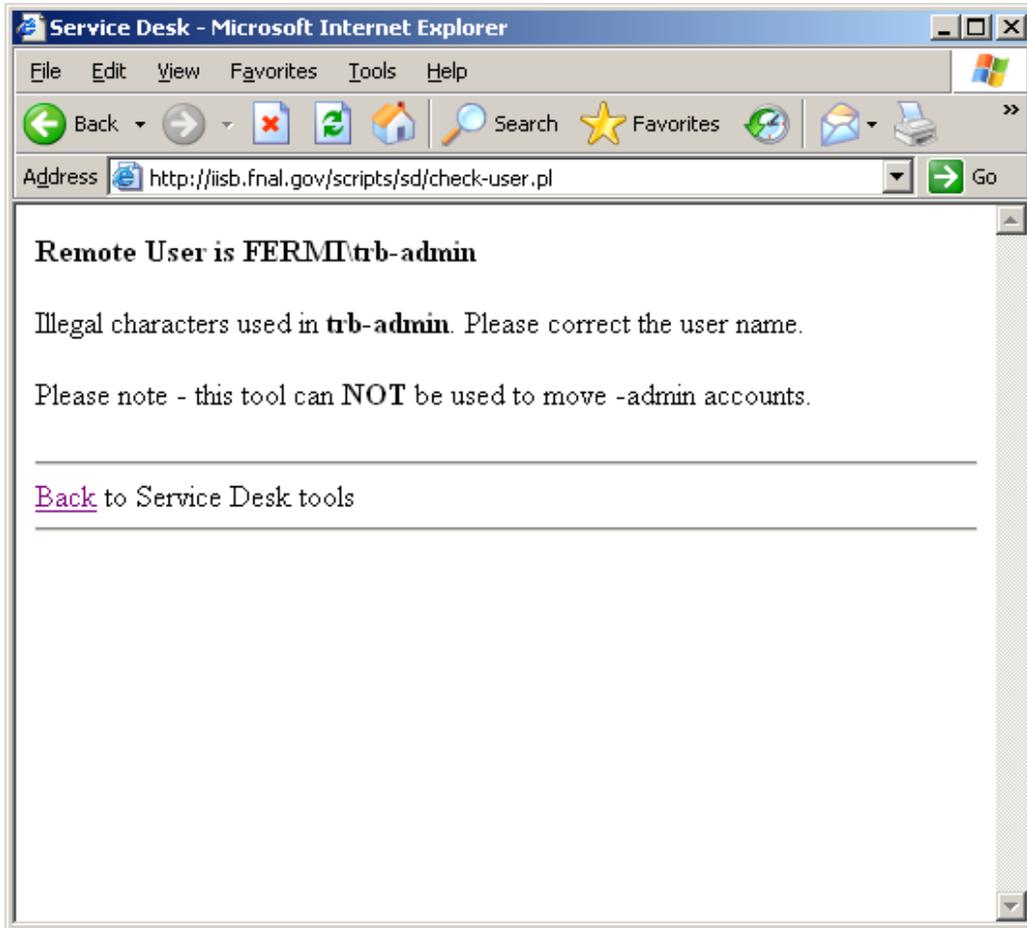


Enter the new user account to be moved within the text box. Note: the user account that you want to move *\*must\** be in the New\_Users OU within the Active Directory. An attempt to enter a user account that is NOT in the New\_Users OU will result in an error message.

- From this web page, you cannot move user accounts from any other OU.
- The (-) account i.e. -admin; -test, etc cannot be moved at this time.

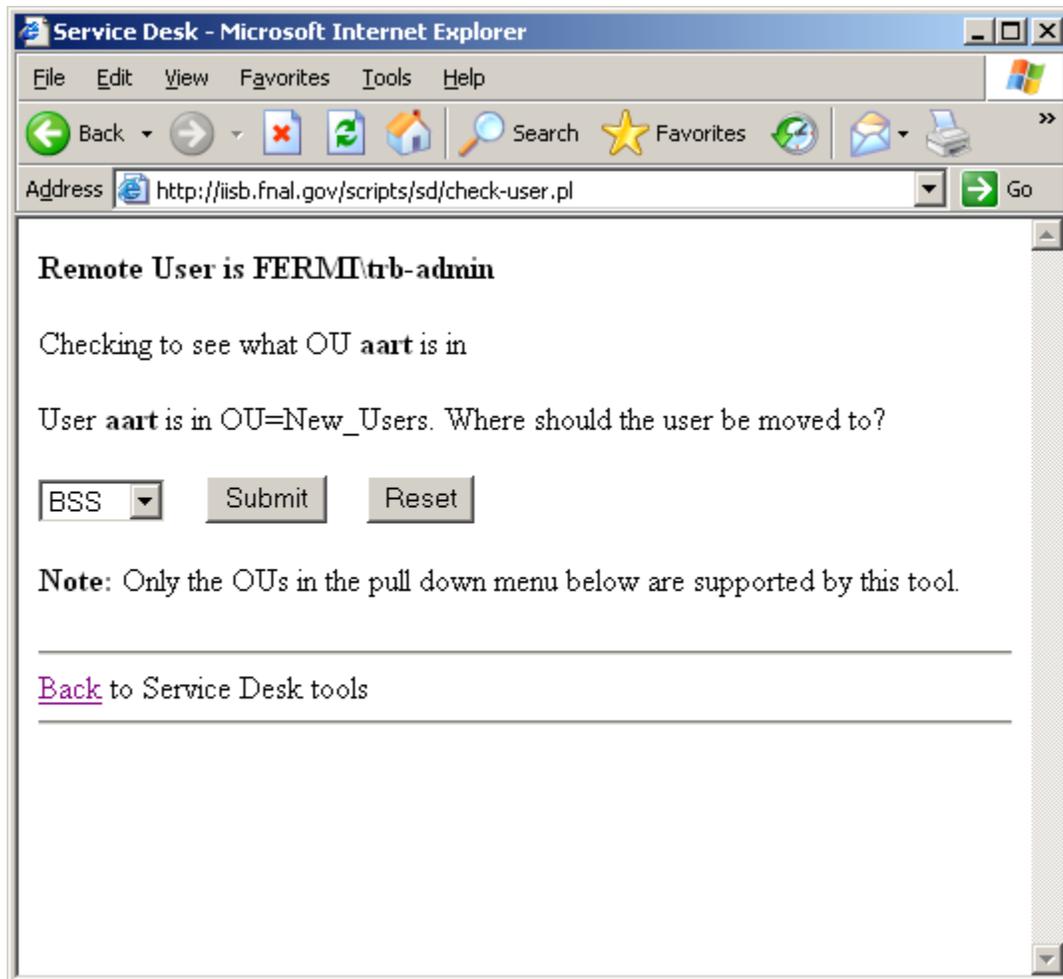


If you attempt to move a ‘dash’ account e.g. trb-admin, the following error will be produced:



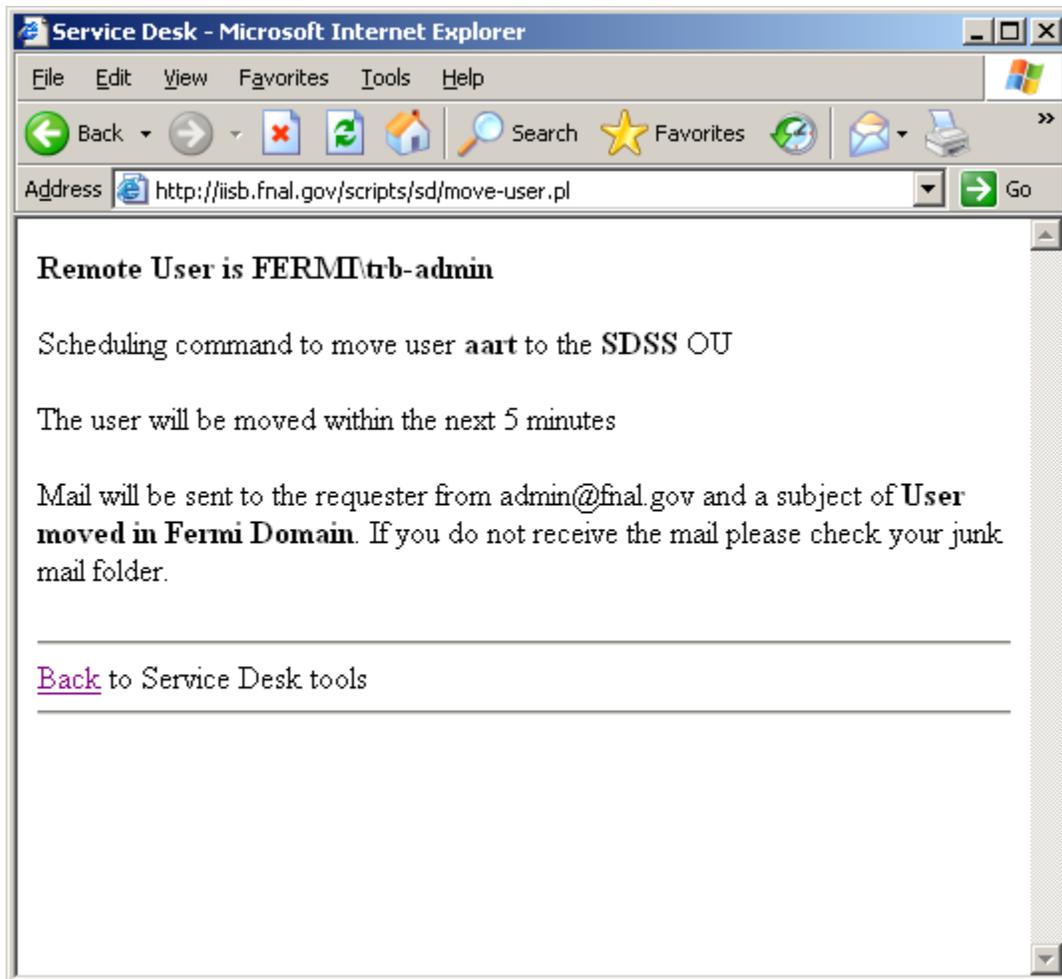
**Users requesting a (-) dash Window FERMI Domain account e.g. trb-admin, should be assigned to the Active Directory and Services (ADS) group.**

Entering the correct computer account will result in the following being displayed:



From the pull-down list, select the OU that the user is to be moved to. Then, click on the **Submit** button. Note: the requester's **Supervisor** or **Manager** must provide the appropriate OU where the new account will be moved.

After the Submit button has been selected, the following display will appear:



In order to run with minimum privileges, the web page creates a request that is serviced by a scheduled task. The task runs every 5 minutes from 8AM to 6PM.

Once the new user account is moved, the user associated with this new computer account will receive an email containing the words "User xxxx moved in Fermi Domain" in the Subject field and "User xxxx moved as requested" in the body of the email message.

If an error occurs in the move, the Domain Administrators will be notified.