Active Directory Account Management System

Active Directory Account Manager Guide

Managing Active Directory Accounts for State Applications via the Active Directory Account Management System (ADAM)

The basic responsibility of the Active Directory Account Manager on state systems:

- 1. Create accounts for new users
- 2. Delete accounts for users who are no longer employed or who do not use state applications
- 3. Modify accounts on a limited basis
- 4. District Access Information modification requests
- 5. Tickets for Active Directory Account Management issues
- 6. Account Logs on a limited basis

To access ADAM:

- Visit <u>https://adam.ade.arkansas.gov</u>
 - Enter 'User ID' and 'Password'
 - Open email to find PIN
 - Enter PIN

1) <u>CREATE</u>

There are many applications that must coordinate. These are the suggested steps for adding new employees:

- 1. HR enters the employee in eFinance using legal name.
- 2. HR generates a list of new employees to give to technology staff, who then create email based on legal name.
- 3. State Active Directory Account Manager creates a state account for the employee based on information from steps 1 and 2.
- On the landing page, select the "Account Management" icon and then select the "Create Account" icon



4 Back to Home
Account Management
Account List Pending Modification Requests
Le Create Account
Search

- Enter information in the three fields
 - Each user may have only one account, and the account MUST be for an actual user. Accounts such as "1234elemsub" and "1234hsnurse" are not permissible
 - Enter **First Name** in proper format (*Amy, not "amy" or "AMY"*)
 - Enter Last Name in proper format (Coleman, not "coleman" or "COLEMAN")
 - Enter **Email** in lowercase (*amy.coleman@myschool.org*, *not "Amy.Coleman@myschool.org"* or *"AMY.COLEMAN@MYSCHOOL.ORG"*)
 - NOTE: MUST be the *identifiable* email account of the user
- Select "Submit"

 Back to Accounts 		
Create Account		
LEA		
9999		
First Name	Last Nome	Email
Randy	Owens	rowens@myschool.net

• You will be asked to confirm that all information is correct. Either "Confirm" or "Cancel"

Back to Accounts		
Create Account		
	The following account will	be created:
LEA	ID	
9009	9999rowens	
First Name	Last Name	Email
Bandy	Oweng	rowana@myschool.net

• <u>Monitoring Account Status</u>

- 1. Monitor account status in the "Account List" section
 - a. Wait for "Status" to show as 'Good' before asking the new user to set password. (see sorting tips below)
 - *i.* <u>*Note that all accounts with a status other than "Good" are removed by the system</u> <u>at the close of business each day.</u>
- 2. Users will not be able to set password until in a status of 'Good'. After confirmation:
 - a. Notify user to follow the steps in the 'User Password Change' document found in the "Passwords" section of the "Security Resources" page https://adedata.arkansas.gov/security
- Account Creation Format
 - Accounts are automatically created using the following format:
 - 'LEA', 'First Initial', 'Last Name' '1234acoleman'
 - If there is already an account '1234acoleman', and you now create an account for 'Andrew Coleman' the account will be automatically created using the following format:
 'LEA', 'First & Second letter of First Name', 'Last Name' '1234ancoleman'
- Account List Sorting Tips
 - While there are many methods for monitoring and sorting accounts, here are a few basic tips. *Note that you have the ability to "Export All" or "Export Filtered Data"*
 - Type in the search box

Account List				n Requests
	unt			
osm				
Id	Ŧ	Last Name	Ŧ	First Name
9999gosmond		Osmond		Gary
H - 1	۱.	M		

Click the "Filter" icon beside any, or multiple fields, then enter the desired criteria



 Click on a heading to sort up or down (will place a little blue arrow beside the sorted heading)



2) <u>DELETE</u>

When a user is no longer employed, or no longer uses state applications, deletion of the state Active Directory account is required.

• On the landing page, select the "Account Management" icon



• On the "Account List" page, search for the desired account to be deleted

Arceate Accou	unt													
gage														
												Export Filtere	d Data	Export
								Conformation 10 Conformation	-	Confirmation Status	_	a .		
ld	Ŧ	Last Name	Ŧ	First Name	Τ.	Email	T	Confirmation window	1	Commation status	T	Status	T	

• Select the red icon to delete the user



• You will be asked to confirm that you want to delete the user. Either "Delete User" or "Cancel"

	Are you sure to delete this user?	
First Name	Last Name	
Gage	Cawthon	
Email		
gage.cawthon@myschool.net		
User Name	LEA	
9999gcawthon	9999	

3) <u>MODIFY</u>

• On the landing page, select the "Account Management" icon



• On the "Account List" page, search for the desired account to be modified

count List														
ccount List				1 Requests										
+ Create Accou	nt													
0000 day ad														0
aaaadinico											_			~
												ixport Filtere	d Data	Export All
d	Ŧ	Last Name	٣	First Name	۲	Email	Ŧ	Confirmation Window	т	Confirmation Status	Ŧ	Status	т	
9999dmcdaniel		Mcdaniel		Dody		dody.mcdaniel@myschool.net		Jan 1 - Feb 28		Confirmed		Good		@ 🖉 🐣

• Select the green icon to modify the account



• Enter the requested modification, then "Submit" – you will be asked to "Confirm" or "Cancel"

Current Value	New Value
D	ID
9999dmcdaniel	9999dmcdaniel
First Name	First Name
Dody	Dodi
last Name	Last Name
Mcdaniel	
Email	Email
dody.mcdaniel@myschool.net	

• Monitor the "Pending Modification Requests" tab to see status of the request

Account List	Per	nding Modi	ficat	ion Requests								
Search												Q,
User ID	Ŧ	Status	٣	New First Name	٣	New Last Name	New First Name	New E	mail 🔻	Requestor T	Modified Date	
		Constant of the		Dody as Dodi		N/A	Dody => Dodi	N/A		Nicole Avery	03/30/2023 11:39:27 AM	

4) DISTRICT ACCESS INFORMATION Modification Requests

• On the landing page, select the "DAI Assignments" icon



As stated on the page, before making assignment changes, please view the 'District Access Information' page for your entity to view who is currently assigned, read the description, and note the number allowed.

• Search for the desired user, then click the green icon in the far right column

lote: Before making	ass	gnment changes	, plea	se view the Distric	t Acce	ess Information page for your entity. View w	who	is currently assigned, read the desc	rip	otion, and note the number allow	ved			
bapp														ÿ
Id	-	Last Name	-	First Name	-	Email	_	Confirmation Window	-	Confirmation Status	_	Statue	-	
iu.	T	Last Marrie	Ţ	riist ivaine	T	ciriai	T	Committation window	T	Commination status	T	Status	т	
				Debbu		hobby applegate@myschool.pat		las 1 Cals 30		Confirmed		Cood		. 5

• Select the desired DAI Area and the desired Action

User Name	LEA	Common Name		User Name	LEA	Common	Name
9999bapplegate	9999	9999bapplegate		9999bapplegate	9999	9999bap	plegate
User Principal		Display Name		User Principal		Display Name	
9999bapplegate@APSC	N.local	Bobby Applegate		9999bapplegate@APSCN	Llocal	Bobby Applegate	
DAI Area	DAI Area		e the n	DAI Area			
Select Area			¥	Select Area			~
Select Area Active Directory Account	d Managar		in State	F Action			
Child Nutrition District	Approver			B Select Action			
Child Nutrition Group N	Manager			Select Action			

• You will receive an email notification when the request has been Approved or Rejected. *May take up to 24 hours*

5) TICKETS for Active Directory Account Management issues

• On the landing page, select the "Ticket" icon



• Select the "Create a ticket" icon



• Fill in the desired text, then select the "Create ticket" icon

Descri	be the issue in the box below	
User	ID 9999bapplegate is not able to set <u>password</u>	
File U	oload (PDF, Word, Excel)	h
Choo	se File No file chosen	

• Active tickets will be listed in the "Ticket List"

тегр			
Sicket List			
Ticket Id	Created By	Created On	
ADAM-2023-TKT-0001	Nicole Avery	3/31/2023 3:52:43 PM	

6) ACCOUNT LOGS on a limited basis

• On the landing page, select the "Account Management" icon



• On the "Account List" page, search for the desired account, then select by clicking either the ID or the blue View icon

											G	Export Filte	red Data	Export All
ld	٣	Last Name	٣	First Name	٣	Email	٣	Confirmation Window	٣	Confirmation Status	٣	Status	т	
9999gosmond		Osmond		Gary		gosmond@myschool.net		Jan 1 - Feb 28		Confirmed		Good		<i>∞ 12</i> 8∗
н н 1	•	н	_										1	- 1 of 1 items

- Displayed will be basic information about the account, along with basic Action Logs. As in the example below, you see that the account was:
 - Created by 9999ccagle
 - Deleted by 9999navery
 - And then created again by 9999ccagle
 - Include are the following columns
 - Action/Task (Create, delete, etc)
 - Date Time (that date and time of the action)
 - Action by (the user who initiated the action)
 - Action Client (IP address etc of the client taking the action)

Sho	w 10 • entries Action/Task	Date Time	Action By	Action Client				
,	Create Account	3/30/2023 9:51:15 AM	Connor Cagle connor.cagle@myschool.net 9999ccagle	170.94.39.206 Mozilla/5.0 (Windows NT 10.0 Win64: x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/111.0.0.0 Safari/537.36 Edg/111.0.1661.54				
1	Delete Account	3/30/2023 9:50:07 AM	Nicole Avery navery@myschool.net 9999navery	170.94.39.206 Mozilla/5.0 (Windows NT 10 Win64: x64) AppleWebKi/537.36 (KHTML, li Gecko) Chrome/111.0.0.0 Safari/537.36 Edg/111.0.1661.54				
	Create Account	3/30/2023 9:48:16 AM	Connor Cagle connor.cagle@myschool.net 9999ccagle	170.94.39.206 Mozilla/5.0 (Windows NT 10 Win64: x64) AppleWebKit/537.36 (KHTML, li Gecko) Chrome/111.0.00 Safari/537.36 Edg/111.0.1661.54				