Active Directory Account Manager Guide
Managing Active Directory Accounts for State Applications

The basic responsibility of the Active Directory Account Manager on state systems:
1. **Add** 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

1) ADD

- Visit https://k12.ade.arkansas.gov -   Enter 'User ID' and 'Password'
- Select the "Create Account" tab, and then "Create Account" in section 1

- 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
    - o Enter **First Name** in proper format (*Amy, not "amy" or "AMY"*)
    - o Enter **Last Name** in proper format (*Coleman, not "coleman" or "COLEMAN"*)
    - o 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 "Done" (done entering information – you still need to submit below)

- Then select "Submit"

- ***Active Directory Account Manager Responsibility After Account Creation***
  - o Notify various Software Managers and Administrators to assign group memberships, permissions, and resources for the newly created account
    - To set their initial password, 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
  - o Monitor account status on the "Account Notification Management System" page, found in the "Information" section of the "Security Resources" page

- ***Account Creation Format***
  - o Accounts are automatically created using the following format:
    - 'LEA', 'First Initial', 'Last Name' – '**1234acoleman**'
  - o 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**'

2) DELETE

When a user is no longer employed, or no longer uses state applications, deletion of the state Active Directory account is required.
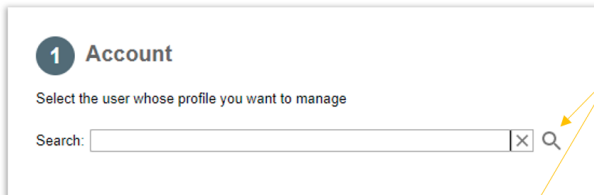
- Visit https://k12.ade.arkansas.gov - Enter 'User ID' and 'Password'
- Select the "Modify Account" tab, and then search for the desired account in section 1

You may search by typing the beginning of the ID "5804j" or the First Name "joh" or the Last Name "jaco" and the system will complete the rest

For a more advanced search, click the magnifying glass

- Select "Delete Account"

3) MODIFY
Note: If you have other management capabilities, you may see other fields in the "Modify Account" section. These fields are referenced in other guides.

- Visit https://k12.ade.arkansas.gov - Enter 'User ID' and 'Password'
- Select the "Modify Account" tab, and then search for the desired account in section 1
  - You may send limited modification requests to the state for approval (the process is not immediate)
  - The fields "First Name" and "Email Address" are the only modifiable fields, as long as they do not conflict with the username (displayed in section 1)

2 Modify Account

Modify Account

Modification of First Name or Email Address will not be immediate. The modification request will be sent to the state for approval and may take up to 24 hours. You will receive email notification once the modification has been approved or denied.

* † First Name: John   * Last Name: Jacobs   * † Email Address: john.jacobs@posstvilleschools.org

* Required field   † Approval required prior to change

- Select "Submit" and monitor your email for response.

3 Click the submit button.

SUBMIT