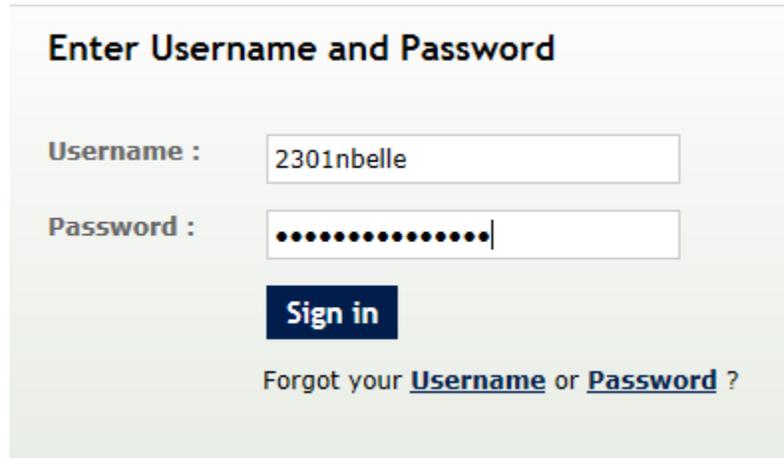


# Active Directory Account Manager Guide

## Managing Active Directory Accounts via SSO.

- Visit [www.apscn.org](http://www.apscn.org), select menu item "Security" then "Security Resources".  
*If desired, access link directly at <https://adedata.arkansas.gov/security/>.*
- On the "Security Resources" page, select "ADE Single Sign On (Sign In)" - enter 'Username' and 'Password'.



The screenshot shows a login form with the following elements:

- Enter Username and Password** (Section Header)
- Username :** Input field containing the text "2301nbelle".
- Password :** Input field containing 12 black dots, indicating a masked password.
- Sign in** (Dark blue button)
- Forgot your [Username](#) or [Password](#) ? (Text with underlined links)

(continued on next page)

## Create User

- In the left pane, click “Users” to expand the management section, then click “Manage Users” and then “Create User”



### \*IMPORTANT

**When creating accounts, it is important to remember that each account MUST be for an actual staff member. Per audit, accounts such as '2301ateacher (Amy Teacher)' or '2301dpull (Data Pull)' are not permissible. Per audit, there should be only one account per staff member. Accounts and passwords should not be shared and should be used only by the account owner.**

- Enter information in the required fields, using the proper format for names.  
(Antonella, not antonella or ANTONELLA)
- The 'AD Attribute Network Access Permission' field determines if the user will have VPN access from remote locations and may be set to 'Allow' or 'Deny'.
- You have the option to send the user immediate notification of their account which will include a link for the user to enter a password by selecting “Send password link by email” or if unselected the user will not receive notification until you are ready to let them know.
  - Keep in mind, if you decide to send notification immediately, the user may try to access applications before permissions have been assigned to various applications (AFEU, Child Nutrition, Cognos, Direct Certification, EdFi, eSchool, TAC, etc.). To avoid calls from users, it is recommended that you create the account, have various managers make assignments to applications, and then notify the user once all permissions/profiles/resources are in place.

A screenshot of the 'Create User: SSO User' form. The form has two tabs: 'Profile' and 'Admin Roles'. Below the tabs is a legend: '• = Required'. The form contains several fields:

- First Name: Antonella
- Last Name: Julian
- Email: ajulian@csd.not
- Send password link by email:
- Enabled:
- Agency: Education
- Job Function: Teacher
- School District Name: Conway
- AD Attribute Network Access Permission: Allow

At the bottom right, there are 'Submit' and 'Cancel' buttons.

- When all required fields are complete, click “Submit” to create the user.

## Active Directory Account Manager Responsibility After Account Creation

Now that the account has been created:

- Notify various Software Managers and Administrators to assign group memberships, permissions, and resources for the newly created account.
- Notify user to follow the steps in the '**Account User Guide**' to set their password by clicking "Forgot your password" link

### Account Creation Format

'View User' displays that the account was automatically created using the following format:

'LEA', 'First Initial', 'Last Name' – '**2301ajulian**'.

The screenshot shows the 'View User: Select User' interface. On the left is a navigation menu with 'Users' expanded to 'View User'. The main area has a search bar with 'User ID' selected and a search button. Below is a table of search results with 4 entries. The entry for '2301ajulian' is selected, indicated by a blue arrow pointing to the radio button.

Select	User ID	Last Name	First Name
<input type="radio"/>	2301pbakham	Bakham	Pamela
<input type="radio"/>	2301ntorres	Torres	Nicolas
<input type="radio"/>	2301nbelle	Belle	Nicolette
<input checked="" type="radio"/>	2301ajulian	Julian	Antonella

Since there is already an account '**2301ajulian**', if we now create an account for '**Andrew Julian**' the account will be automatically created using the following format:

'LEA', 'First & Second letter of First Name', 'Last Name' – '**2301anjulian**'.

The screenshot shows the 'View User: Select User' interface. The search bar is empty. The search results table now has 5 entries. The entry for '2301anjulian' is selected, indicated by a blue arrow pointing to the radio button.

Select	User ID	Last Name	First Name
<input type="radio"/>	2301pbakham	Bakham	Pamela
<input type="radio"/>	2301ntorres	Torres	Nicolas
<input type="radio"/>	2301nbelle	Belle	Nicolette
<input checked="" type="radio"/>	2301anjulian	Julian	Andrew
<input type="radio"/>	2301ajulian	Julian	Antonella

**Send Password Change Link to User (Not Recommended)**

There will be rare need to send a password change link to an end user, as they themselves can select to do so at any time on the SSO login page. It is recommended to have the end user select the link on the SSO login page to maintain their own account as outlined in the 'Account User Guide', but if for some reason there is occasion for you to send the link:

- Select 'Send Password Change Link to User'



- In the search box, you can enter the wildcard "\*" (without the quotation marks) to get a list of all district users. In this example, we want to send the password change link to Antonella Julian so we enter part of the user ID, "2301a\*", and click "Search" to retrieve all accounts that begin with that string.



- Click the radio button beside the desired user, and click "Select".

The user will receive an email with a link to change their password.

## Modify User

On the 'Modify User' screen, you are able to update fields such as First Name and Last Name, provide an updated Email Address, modify the Job Function, and enable or disable AD Attribute Network Access Permission (to allow or deny VPN access). You may also unlock accounts that have become locked.

The screenshot shows the 'Modify User' interface for user 2301ajulian. The left sidebar contains a 'Tasks' menu with options: Home, Users, Manage Users, Create User, Modify User (highlighted), Send Password Change Link to User, Enable/Disable User, Delete User, and View User. The main content area has two tabs: 'Profile' (selected) and 'Admin Roles'. Below the tabs, there are several fields and checkboxes:

- Required fields:** User ID (2301ajulian), Agency (Education), School District Name (Conway).
- Enabled:**
- Unlock:**  (highlighted with a blue arrow)
- First Name:** Antonella
- Last Name:** Julian
- Email:** ajulian@csd.not
- Job Function:** Teacher
- AD Attribute Network Access Permission:** Allow
- Terminate Date:** [Calendar icon]
- City:** [Text input]
- Postal Address:** [Text input]
- Postal Code:** [Text input]
- Telephone Number:** [Text input]
- Description:** [Text area]

## Unlock User

When a user attempts to login 3 times with an incorrect password, or if the user has multiple screen open while attempting access, their account becomes locked. Resetting the user password will not 'unlock' the account, but merely resets the password. The user will need to wait 30 minutes before they can attempt a login again.

To avoid waiting for the system to unlock the account, as an Active Directory Account Manager you may select 'Unlock' on the "Modify User" screen and select 'Submit'. This will clear the lock, but if a user does not know their password, they may also need to select "Forgot your password" on the SSO login page to receive an email with a link to change their password.

\*Please note that at times with enough failed attempts the account may also become disabled, so when selecting 'Unlock' also select 'Enable' before selecting 'Submit' to both enable and unlock the account.

### Delete User

On the **Delete User** screen, place a check mark beside the desired account and click 'Select'.

**Delete User: Select User**

Search for users

Search for users  
where  =

**Search Results** 1-5 of 5

<input type="checkbox"/> Select	User ID	Last Name	First Name
<input type="checkbox"/>	2301pbakham	Bakham	Pamela
<input type="checkbox"/>	2301ntorres	Torres	Nicolas
<input type="checkbox"/>	2301nbelle	Belle	Nicolette
<input checked="" type="checkbox"/>	2301anjulian	Julian	Andrew
<input type="checkbox"/>	2301ajulian	Julian	Antonella

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### Enable/Disable User

When a user leaves the district, it is always important to delete the user's Active Directory account from the server. There are times when a user may leave for a few months for various reasons, such as maternity leave, and you wish to disable the account until they return.

On the **Enable/Disable User** screen, simply check accounts to enable, and uncheck accounts to disable.

**Enable/Disable User: Select Users**

Search for users

Search for users  
where  =

**Search Results** 1-5 of 5

User ID	First Name	Last Name	<input checked="" type="checkbox"/> Enabled
2301pbakham	Pamela	Bakham	<input checked="" type="checkbox"/>
2301nbelle	Nicolette	Belle	<input checked="" type="checkbox"/>
2301anjulian	Andrew	Julian	<input type="checkbox"/>
2301ajulian	Antonella	Julian	<input checked="" type="checkbox"/>
2301ntorres	Nicolas	Torres	<input checked="" type="checkbox"/>

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