How to Give Admin Rights to Students on the ADGRM Domain

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Active Directory User and Computer

In order to grant users administrative privileges, you must first log into a computer in the ADGRM Domain. Any computer in the game lab will work. Since you are a TA, you will already have an account set up on the Domain granting you the correct privileges to do this.

I. In order to grant Students admin rights, you must first open the Active Directory User and Computer application.
   a. Go to the start menu and search for Active Directory User and Computer.
Directory Tree Navigation

II. Within the Directory Tree, you should see multiple folders.
   a. Important Folders.

   The Computer folder
   1. Displays all the computers in the Domain of ADGRM.
   2. Use this to verify that the computer you are looking at using for that group is listed here.
      a. If it is not listed, contact ITS to add it.
The People Folder

ii. Create/delete users in the ADGRM Domain.

iii. Once clicked on, you should see a list of all the accounts on the ADGRM Domain, excluding your own.

iv. You can edit/add/delete/modify any account with your current privileges.
Creating a User Account

III. To add a user, click the *New User* icon.

IV. A new window will appear that will require you to add information about the user you are creating.
   a. Before doing this step, you should verify that the student has completed a Trusted User Form for the class. This is to ensure that the student will not download any illegal or pirated material. *It is UC Policy to deny this access should this term not be agreed to.*

V. Within the *New Object – User* window, fill out the fields for the user account you are creating. Add their first name, last name, and give them a user logon name.
   a. The logon name is what the user will use to access the computer.

VI. After *Next* is selected, you will be prompted to create a password for this account.
a. Be sure to tell the student what their username and password are for initial login
**Account Details**

The user will is now created and within the ADGRM Domain. In order to give them admin rights, you must now locate their user account in the *People* folder and go to Properties (double-click their account name).

**VII.** When the properties opens, there will be multiple tabs within the user account. Here you can change their name (if you misspelled it), change the account type (give them admin rights) and change when their account expires (recommended).
Granting Admin Rights

VIII. To give them rights, click on the **Member Of** tab in the top left of the tabs.

![Image of Aaron Jauregui Properties window](image)

a. Click on **Add**... A new window will appear that will ask you *Enter the object names to select*. Type into this field **Local Admin** and click **Check Names**.
i. Checking the name will ensure that you entered it correctly.

b. Once verified, click OK. The **Local Admin** Group should now appear under the **Member Of** section.
Expiration of Account

In most instances, it would be wise to have an account expire over a period of time. Typically, once the student is gone, there is no reason to have their account on the computer any longer. Luckily, you can have this done automatically by setting an expiration date.

IX. To set the expiration, go the Account tab. You can also change the user logon name in this section, or unlock the account if the user forgot their password.

![Account Properties](image)

- a. At the bottom, you can see where you can set the account to expire.

X. While this is a nice feature, you do not need to have this if you do not want to. These computers fall under the Game Lab administrators, so accounts active, or inactive fall under their discretion. If unsure, please check with professor or ITS about this feature.

For any additional questions, or to troubleshoot a problem on a computer in the ADGRM Domain, please contact ITS.