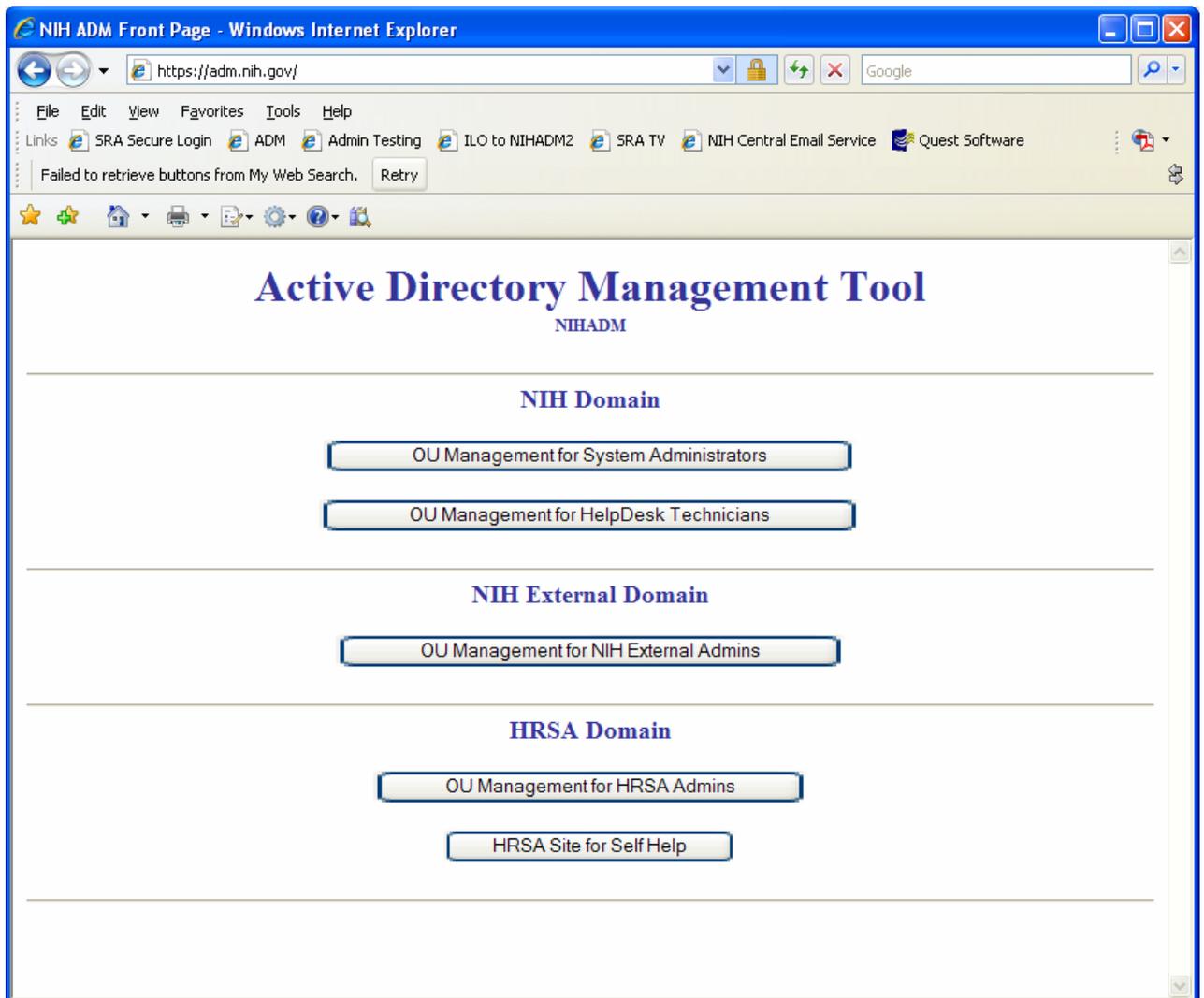


How to Manage User Accounts and Project Groups in NIH External

Open a browser. You must use Microsoft's Internet Explorer 5.0 or later.
Type in the URL: <https://adm.nih.gov>
You will get the follow screen



Click on the button that is labeled: OU Management for NIH External Admins

This is a secure site so please accept the security certificate and login using you NIH AD credentials.



Connect to adm.nih.gov

The server adm.nih.gov at adm.nih.gov requires a username and password.

User name:

Password:

Remember my password

OK Cancel



Connect to adm.nih.gov

The server adm.nih.gov at adm.nih.gov requires a username and password.

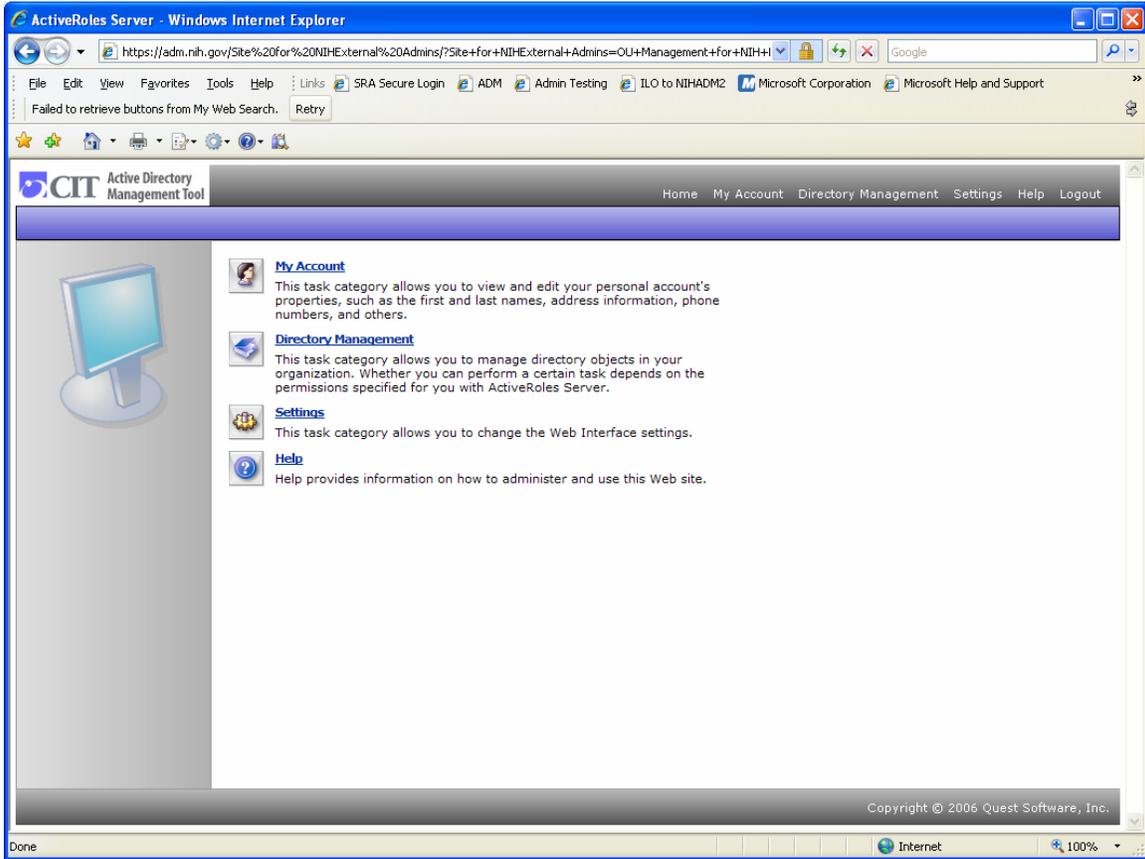
User name:

Password:

Remember my password

OK Cancel

After a successful login you will be presented with the page below.
Please choose, "Directory Management"



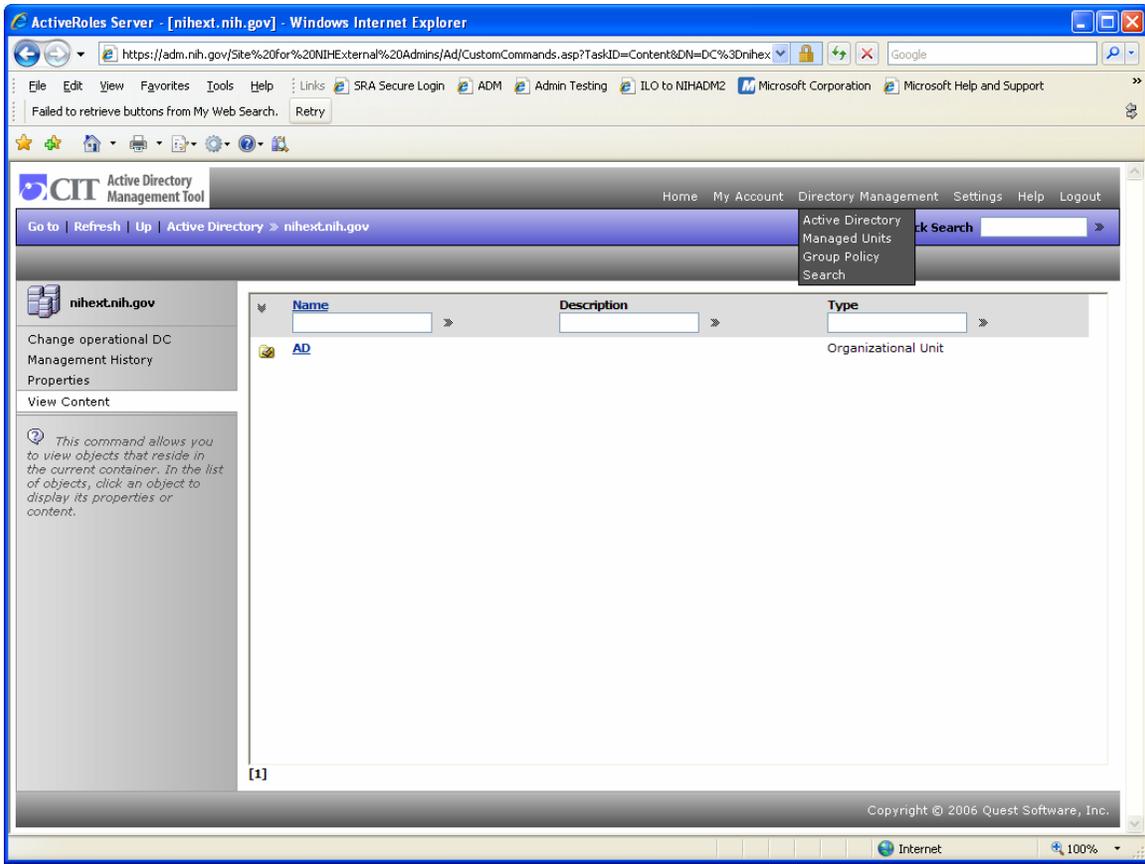
You will be presented with the domains in which you have administrative permissions.

The screenshot shows a web browser window titled "ActiveRoles Server - [Active Directory] - Windows Internet Explorer". The address bar contains the URL: <https://adm.nih.gov/Site%20for%20NIHExternal%20Admins/Ad/CustomCommands.asp?TaskID=DomainsCollection&DN=CNV>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and search. The main content area features the "Active Directory Management Tool" header with navigation links: Home, My Account, Directory Management, Settings, Help, and Logout. Below the header is a "Quick Search" field. A prominent message box states: "License violation: Number of enabled user accounts in managed domains (47199) exceeds licensed number (44000). Contact your Quest account representative to purchase new license." The main content area displays a table with the following data:

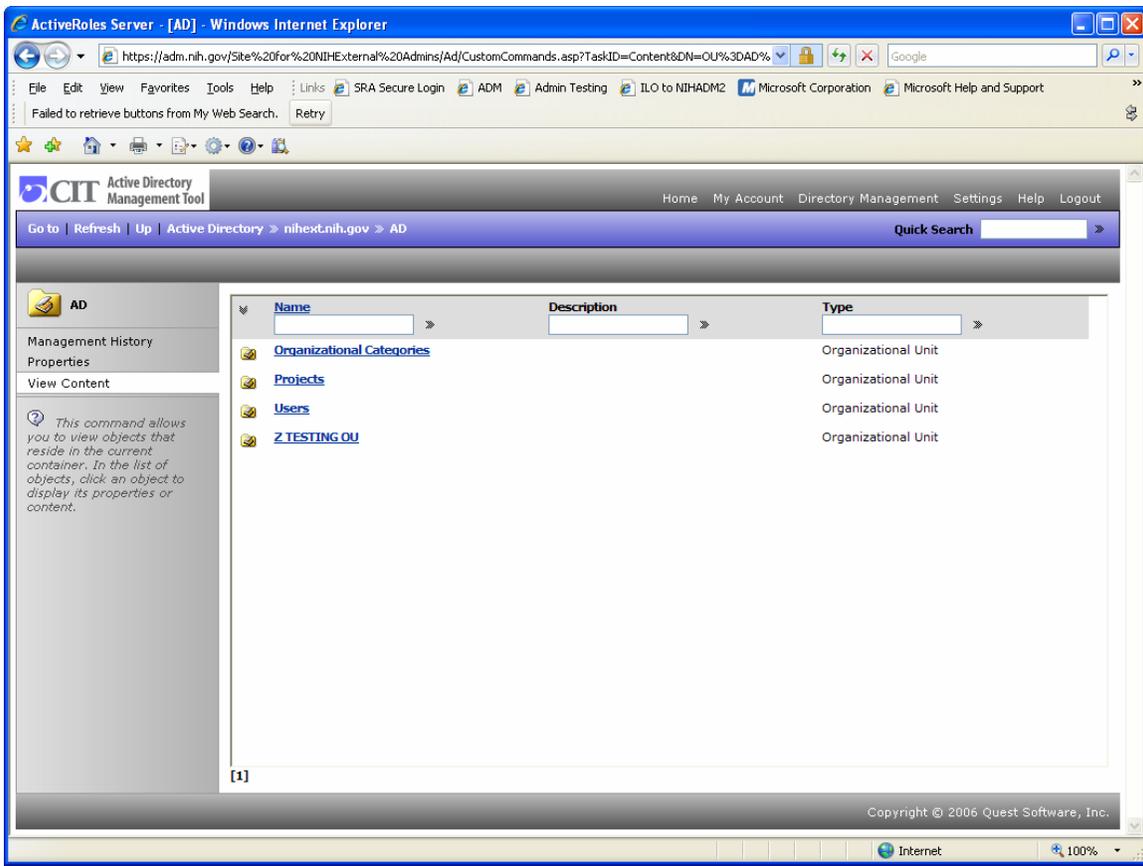
Name	Type	Description
nih.gov	Domain	NIH Domain - U.S. Government
nihext.nih.gov	Domain	NIH External Domain - U.S. Government

On the left side, there is a "View Content" section with a help icon and the text: "This command allows you to view objects that reside in the current container. In the list of objects, click an object to display its properties or content." The footer of the page includes the copyright notice: "Copyright © 2006 Quest Software, Inc." and the browser status bar shows "Internet" and "100%".

Choose nihext.nih.gov
Click on AD

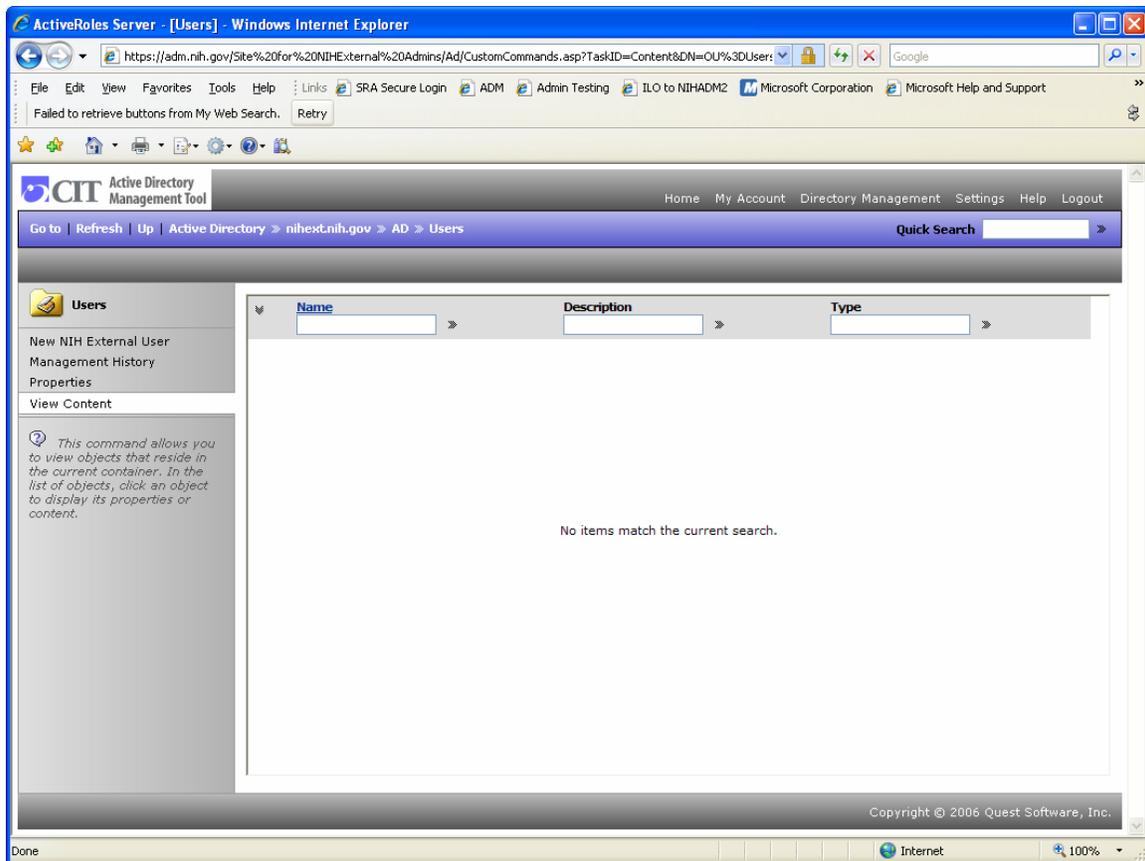


You will see three OU's.

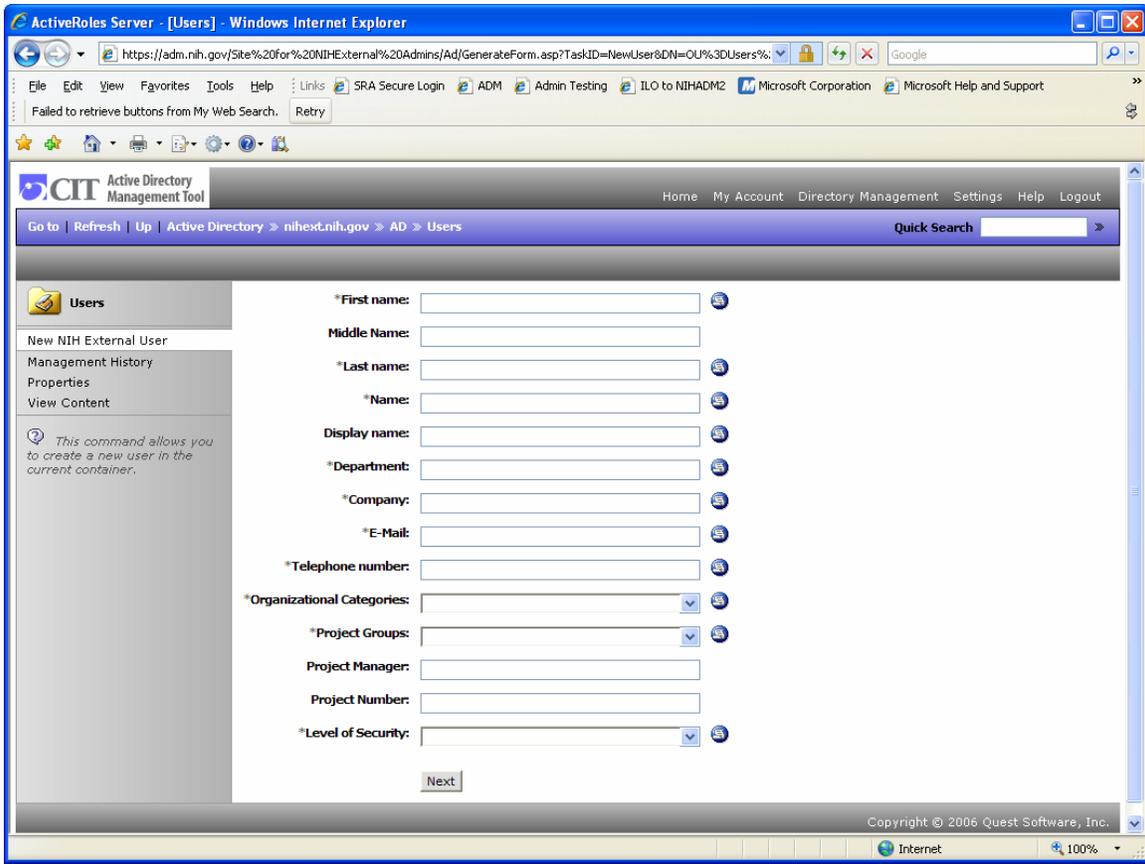


Click on the Users OU and you will see the option to create a new account in the command pane.

Click on, **New NIH External User.**



You are presented with a list of user attributes that need to be filled in before an account can be created. Fill in the appropriate information.. These external accounts are subject to inspection... Any erroneous or bogus information found to be entered as attribute data will cause the account to be deleted.



Most data must be manually filled in. There are a few attributes that use teardown menus for population. Please choose the appropriate Organizational Unit and group that this person is associated with.

ActiveRoles Server - [Users] - Windows Internet Explorer

https://adm.nih.gov/.../GenerateForm.asp?TaskID=NewUser&DN=OU%3DUsers%3D

File Edit View Favorites Tools Help Links SRA Secure Login ADM Admin Testing ILO to NIHADM2 Microsoft Corporation Microsoft Help and Support

Failed to retrieve buttons from My Web Search. Retry

CIT Active Directory Management Tool Home My Account Directory Management Settings Help Logout

Go to Refresh Up Active Directory > nihext.nih.gov > AD > Users Quick Search

Users

New NIH External User
Management History
Properties
View Content

This command allows you to create a new user in the current container.

*First name: Thomas
Middle Name:
*Last name: Tester
*Name: Tester, Thomas
Display name: Tester, Thomas (NIHEXT/University of Testin
*Department: Dept. of Testing
*Company: University of Testing Corp.
*E-Mail: testert@UofTestcorp.com
*Telephone number: 333.555.7777
*Organizational Categories:
*Project Groups:
Project Manager:
Project Number:
*Level of Security:

Administration of Public Health Programs
Colleges Universities and Professional School
General Medical and Surgical Hospitals
Government Agencies
Government Research Centers
Health Allied Services
Hospital Specialty except Psychiatric
Junior Colleges
Legal Counsel
Medical Laboratories
Office of Physicians (except Mental Health Sp
Offices of All Other Miscellaneous Health Pra
Offices of Dentists
Offices of Optometrists
Offices of Podiatrists
Pharmaceutical Organizations
Research Institutes
Technical Service Companies

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Internet 100%

ActiveRoles Server - [Users] - Windows Internet Explorer

https://adm.nih.gov/Site%20for%20NIHEExternal%20Admins/Ad/GenerateForm.asp?TaskID=NewUser&DN=OU%3DUsers%3D

File Edit View Favorites Tools Help Links SRA Secure Login ADM Admin Testing ILO to NIHADM2 Microsoft Corporation Microsoft Help and Support

Failed to retrieve buttons from My Web Search. Retry

CIT Active Directory Management Tool Home My Account Directory Management Settings Help Logout

Go to Refresh Up Active Directory > nihext.nih.gov > AD > Users Quick Search

Users

- New NIH External User
- Management History
- Properties
- View Content

This command allows you to create a new user in the current container.

*First name: Thomas

Middle Name:

*Last name: Tester

*Name: Tester, Thomas

Display name: Tester, Thomas (NIHEXT/University of Testin

*Department: Dept. of Testing

*Company: University of Testing Corp.

*E-Mail: testert@UofTestcorp.com

*Telephone number: 333.555.7777

*Organizational Categories: Medical Laboratories

*Project Groups:

Project Manager:

Project Number:

*Level of Security:

Next

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ActiveRoles Server - [Users] - Windows Internet Explorer

https://adm.nih.gov/Site%20for%20NIHEExternal%20Admins/Ad/GenerateForm.asp?TaskID=NewUser&DN=OU%3DUsers%3D

File Edit View Favorites Tools Help Links SRA Secure Login ADM Admin Testing ILO to NIHADM2 Microsoft Corporation Microsoft Help and Support

Failed to retrieve buttons from My Web Search. Retry

CIT Active Directory Management Tool Home My Account Directory Management Settings Help Logout

Go to Refresh Up Active Directory > nihext.nih.gov > AD > Users Quick Search

Users

- New NIH External User
- Management History
- Properties
- View Content

This command allows you to create a new user in the current container.

*First name: Thomas

Middle Name:

*Last name: Tester

*Name: Tester, Thomas

Display name: Tester, Thomas (NIHEXT/University of Testin

*Department: Dept. of Testing

*Company: University of Testing Corp.

*E-Mail: testert@UofTestcorp.com

*Telephone number: 333.555.7777

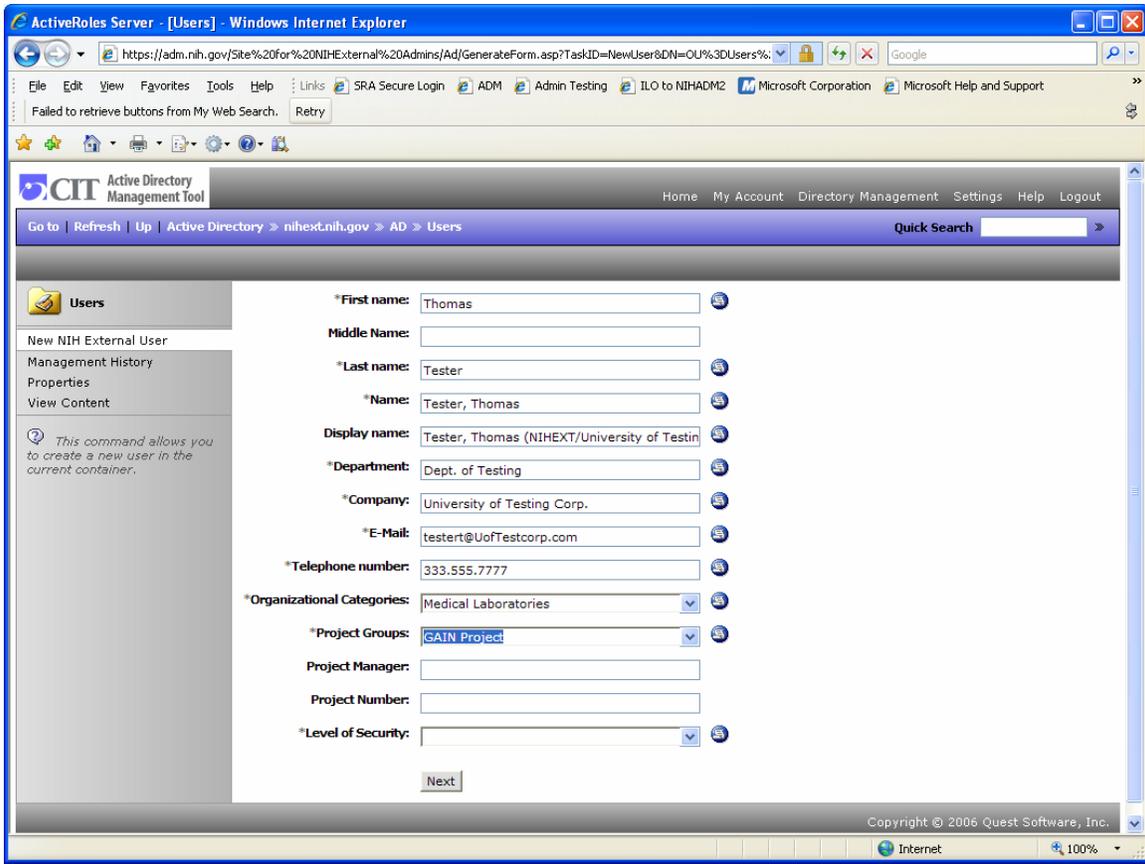
*Organizational Categories: Medical Laboratories

*Project Groups:

Project Manager: CSR Sharepoint Group
GAIN Project
NCBI Sharepoint Group
Project Number: NIA-IRP HANDLS Interim Study
NIAID GCP Training Development
NIAID-Collaboration
*Level of Security: NIEHS Familial Pulmonary Fibrosis
NIGMS Council Members
NIGMS External test
NIGMS Sharepoint Group
NIH ITIL
NINDS CNS IRB Project

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This account will need to be also associated with a particular Security level.

ActiveRoles Server - [Users] - Windows Internet Explorer

https://adm.nih.gov/.../GenerateForm.asp?TaskID=NewUser&DN=OU%3DUsers%3D

File Edit View Favorites Tools Help Links SRA Secure Login ADM Admin Testing ILO to NIHADM2 Microsoft Corporation Microsoft Help and Support

Failed to retrieve buttons from My Web Search. Retry

CIT Active Directory Management Tool Home My Account Directory Management Settings Help Logout

Go to Refresh Up Active Directory > nihext.nih.gov > AD > Users Quick Search

Users

- New NIH External User
- Management History
- Properties
- View Content

This command allows you to create a new user in the current container.

*First name: Thomas

Middle Name:

*Last name: Tester

*Name: Tester, Thomas

Display name: Tester, Thomas (NIHEXT/University of Testin

*Department: Dept. of Testing

*Company: University of Testing Corp.

*E-Mail: testert@UofTestcorp.com

*Telephone number: 333.555.7777

*Organizational Categories: Medical Laboratories

*Project Groups: GAIN Project

Project Manager: Pauline PM

Project Number: 7689443

*Level of Security: 1

2

Next

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ActiveRoles Server - [Users] - Windows Internet Explorer

https://adm.nih.gov/Site%20for%20NIHEExternal%20Admins/Ad/GenerateForm.asp?TaskID=NewUser&DN=OU%3DUsers%3D

File Edit View Favorites Tools Help Links SRA Secure Login ADM Admin Testing ILO to NIHADM2 Microsoft Corporation Microsoft Help and Support

Failed to retrieve buttons from My Web Search. Retry

CIT Active Directory Management Tool Home My Account Directory Management Settings Help Logout

Go to Refresh Up Active Directory > nihext.nih.gov > AD > Users Quick Search

Users

- New NIH External User
- Management History
- Properties
- View Content

This command allows you to create a new user in the current container.

*First name: Thomas

Middle Name:

*Last name: Tester

*Name: Tester, Thomas

Display name: Tester, Thomas (NIHEXT/University of Testin

*Department: Dept. of Testing

*Company: University of Testing Corp.

*E-Mail: testert@UofTestcorp.com

*Telephone number: 333.555.7777

*Organizational Categories: Medical Laboratories

*Project Groups: GAIN Project

Project Manager: Pauline PM

Project Number: 7689443

*Level of Security: 2

Next

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ActiveRoles Server - [Users] - Windows Internet Explorer

https://adm.nih.gov/Site%20for%20NIHEExternal%20Admins/Ad/GenerateForm.asp?TaskID=NewUser&DN=OU%3DUsers%3D

File Edit View Favorites Tools Help Links SRA Secure Login ADM Admin Testing ILO to NIHADM2 Microsoft Corporation Microsoft Help and Support

Failed to retrieve buttons from My Web Search. Retry

CIT Active Directory Management Tool Home My Account Directory Management Settings Help Logout

Go to Refresh Up Active Directory > nihex.nih.gov > AD > Users Quick Search

Users

- New NIH External User
- Management History
- Properties
- View Content

This command allows you to create a new user in the current container.

*Street address:

*City:

*State/Province:

*Zip/Postal Code:

*Country/region:

Back Next

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ActiveRoles Server - [Users] - Windows Internet Explorer

https://adm.nih.gov/Site%20for%20NIHExternal%20Admins/Ad/GenerateForm.asp?TaskID=NewUser&DN=OU%3DUsers%3D

File Edit View Favorites Tools Help Links SRA Secure Login ADM Admin Testing ILO to NIHADM2 Microsoft Corporation Microsoft Help and Support

Failed to retrieve buttons from My Web Search. Retry

CIT Active Directory Management Tool Home My Account Directory Management Settings Help Logout

Go to Refresh Up Active Directory > nihext.nih.gov > AD > Users Quick Search

Users

New NIH External User
Management History
Properties
View Content

This command allows you to create a new user in the current container.

*Street address: 1234 Anystreet Drive

*City: Anywhere

*State/Province: MD

*Zip/Postal Code: 21400

*Country/region:

- AFGHANISTAN
- ALBANIA
- ALGERIA
- AMERICAN SAMOA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTARCTICA
- ANTIGUA AND BARBUDA
- ARGENTINA
- ARMENIA
- ARUBA
- AUSTRALIA
- AUSTRIA
- AZERBAIJAN
- BAHAMAS
- BAHRAIN
- BANGLADESH
- BARBADOS
- BELARUS
- BELGIUM
- BELIZE
- BENIN
- BERMUDA
- BHUTAN

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ActiveRoles Server - [Users] - Windows Internet Explorer

https://adm.nih.gov/Site%20for%20NIHExternal%20Admins/Ad/GenerateForm.asp?TaskID=NewUser&DN=OU%3DUsers%3D

File Edit View Favorites Tools Help Links SRA Secure Login ADM Admin Testing ILO to NIHADM2 Microsoft Corporation Microsoft Help and Support

Failed to retrieve buttons from My Web Search. Retry

CIT Active Directory Management Tool Home My Account Directory Management Settings Help Logout

Go to Refresh Up Active Directory > nihext.nih.gov > AD > Users Quick Search

Users

New NIH External User
Management History
Properties
View Content

This command allows you to create a new user in the current container.

*Street address: 1234 Anystreet Drive

*City: Anywhere

*State/Province: MD

*Zip/Postal Code: 21400

*Country/region: UNITED STATES

Back Next

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ActiveRoles Server - [Users] - Windows Internet Explorer

https://adm.nih.gov/Site%20for%20NIHExternal%20Admins/Ad/GenerateForm.asp?TaskID=NewUser&DN=OU%3DUsers%3D

File Edit View Favorites Tools Help Links SRA Secure Login ADM Admin Testing ILO to NIHADM2 Microsoft Corporation Microsoft Help and Support

Failed to retrieve buttons from My Web Search. Retry

CIT Active Directory Management Tool Home My Account Directory Management Settings Help Logout

Go to Refresh Up Active Directory > nihext.nih.gov > AD > Users Quick Search

Users

New NIH External User
Management History
Properties
View Content

This command allows you to create a new user in the current container.

User logon name: TesterT @nihext.nih.gov

***User logon name (pre-Windows 2000):** NIHEXT\ TesterT

Password: [masked]

Confirm password: [masked]

Generate Clear Spell out

Account options:

- User must change password at next logon
- User cannot change password
- Password never expires
- Account is disabled
- Go to the object's page when click Finish

Back Finish

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ActiveRoles Server - [Tester, Thomas] - Windows Internet Explorer

https://adm.nih.gov/.../GenerateForm.asp?TaskID=UserProperties&DN=cn%3DTeste

File Edit View Favorites Tools Help Links SRA Secure Login ADM Admin Testing ILO to NIHADM2 Microsoft Corporation Microsoft Help and Support

Failed to retrieve buttons from My Web Search. Retry

CIT Active Directory Management Tool Home My Account Directory Management Settings Help Logout

Go to Refresh Up Active Directory > nihext.nih.gov > AD > Organizational Categories > Medical Laboratories > Tester, Thomas Quick Search

The operation was successfully completed.

General Address Account Telephones Organization & Project Info Object

Tester, Thomas

- Disable Account
- Reset Password
- Copy
- Rename
- View RSoP
- Member Of
- Management History
- Management Activity

General Properties

Terminal Services Properties

Dial-in Properties

This command allows you to view and edit general properties.

First name: Thomas

Last name: Tester

Initials:

Display name: Tester, Thomas (NIHEXT/University of Testin

Description:

Office:

Telephone number: 333.555.7777

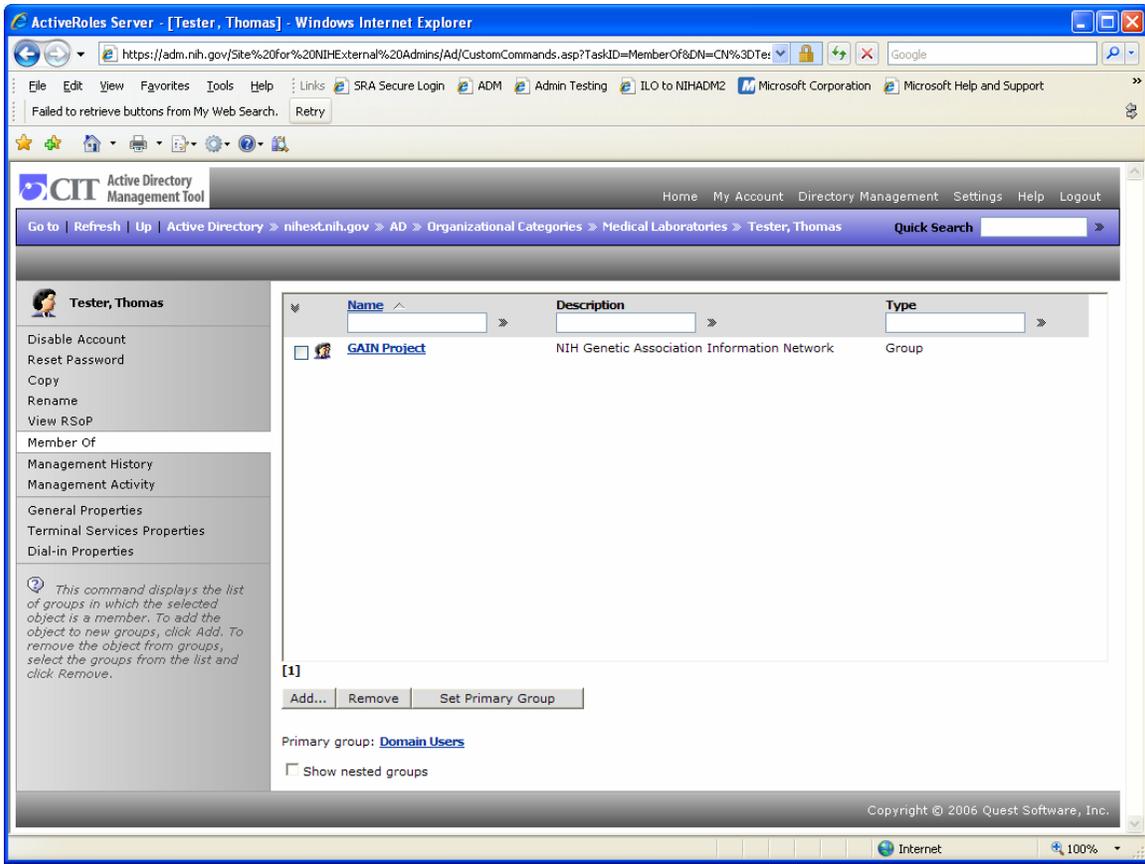
Other telephone numbers:

E-Mail: testert@UofTestcorp.com

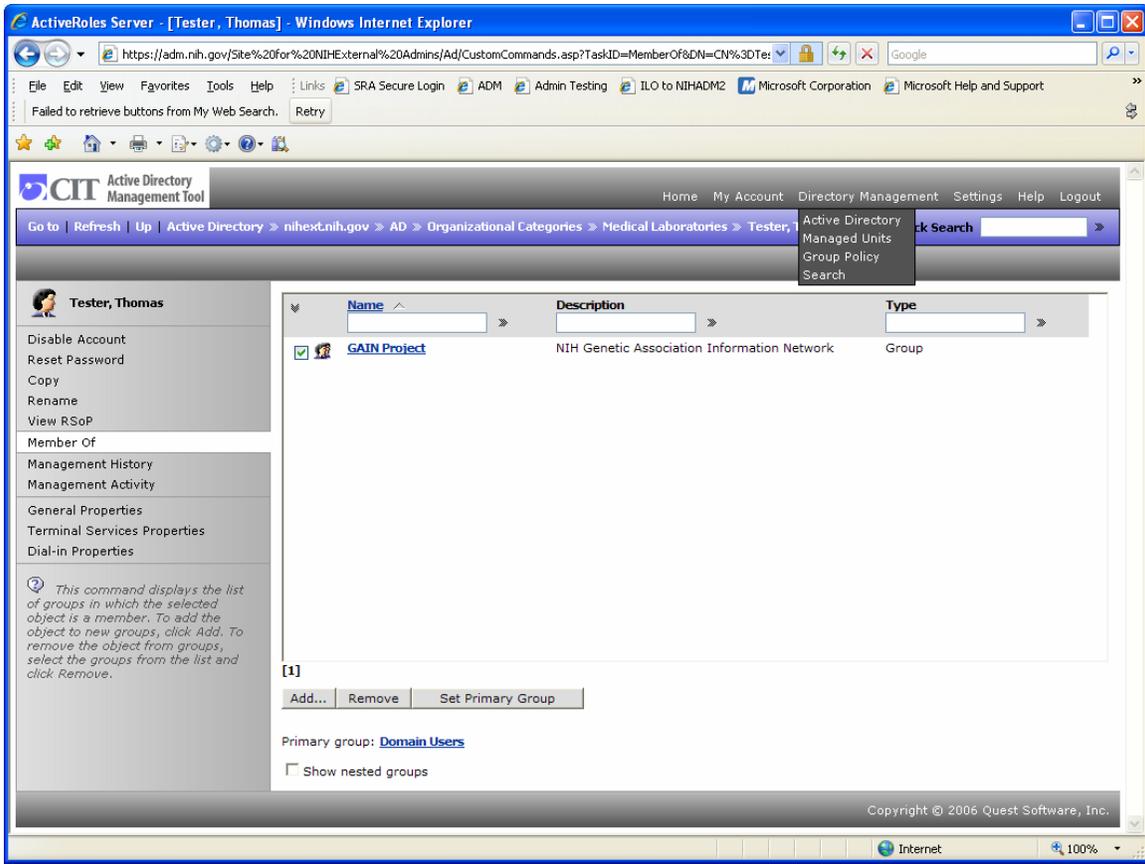
Web page:

Other web pages:

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Remove user from group



Add user to group..
Cannot be done without permissions...

ActiveRoles Server - [GAIN Project] - Windows Internet Explorer

https://adm.nih.gov/site%20for%20NIHEExternal%20Admins/Ad/CustomCommands.asp?TaskID=Member&DN=CN%3DGAIN

File Edit View Favorites Tools Help Links SRA Secure Login ADM Admin Testing ILO to NIHADM2 Microsoft Corporation Microsoft Help and Support

Failed to retrieve buttons from My Web Search. Retry

CIT Active Directory Management Tool Home My Account Directory Management Settings Help Logout

Go to Refresh Up Active Directory nihex.nih.gov AD Projects NIH Wide Project Groups GAIN Project Quick Search

GAIN Project

Members
Member Of
Management History
General Properties

This command lists members of the selected group. To add or remove members, use the Add and Remove buttons. If there are no these buttons, the membership list is automatically controlled by ActiveRoles Server, based on membership rules (Dynamic Group). Dynamic Groups can be managed using the ActiveRoles Server snap-in.

Name	Description	Type
<input type="checkbox"/> Tester, Thomas		User

[1]
 Show indirect members

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