

Managing External Users to NIH Active Directory

This document describes how to perform the following tasks:

- Create a new external user in NIH Active Directory (AD) and add the user to a project—See “Adding an external user to NIH AD” on page 1.
- Re-set an external user’s password—See “Resetting a User’s Password” on page 7.

Adding an external user to NIH AD

To add an external user:

1. Log into NIH External AD Management:

- a. Use your web browser to navigate to <https://adm.nih.gov>. You can use the following web browsers: Internet Explorer 8 or above, Firefox, Google Chrome, or Safari.

The NIH ADM front page appears (Figure 1).



Figure 1

- b. Click **NIH External AD Management**. A login dialog box appears (Figure 2).



Figure 2

- c. In the appropriate fields, enter your username and password in the following format:
nih\username (If you have a secondary account, AA account, then use that to login)
or for HHS project managers:
nihext\username

2. Click **OK**.

A window with four Organizational Units (OUs) appears (Figure 3).

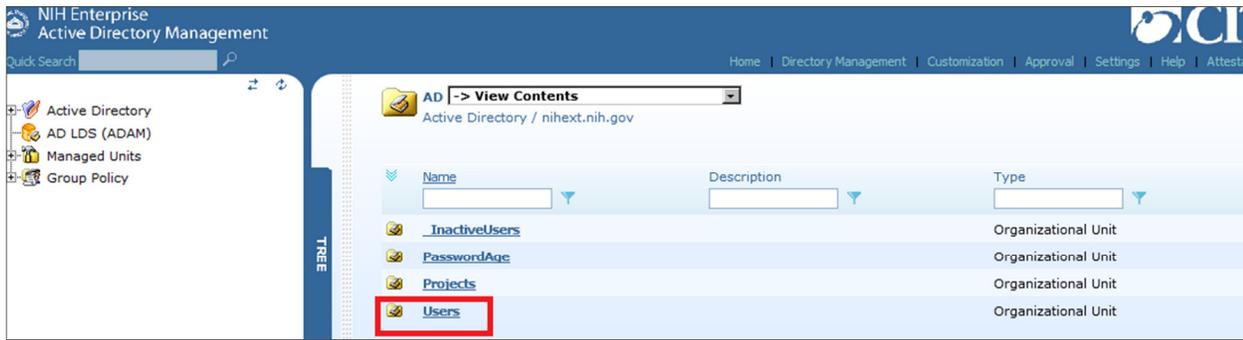


Figure 3

3. To create a new user and add them to your project, click the **Users** OU (Figure 3), and then click the **Menu** tab (Figure 4).

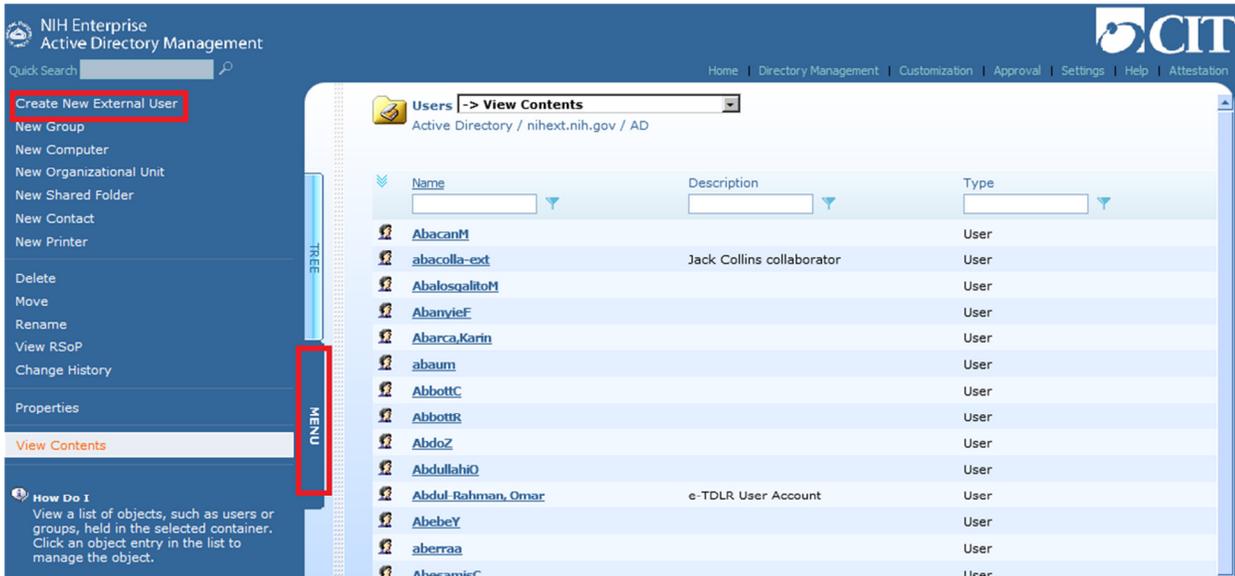


Figure 4

4. Near the upper-left corner of the window, click **Create New External User** (Figure 4).

General user information fields appear (Figure 5).

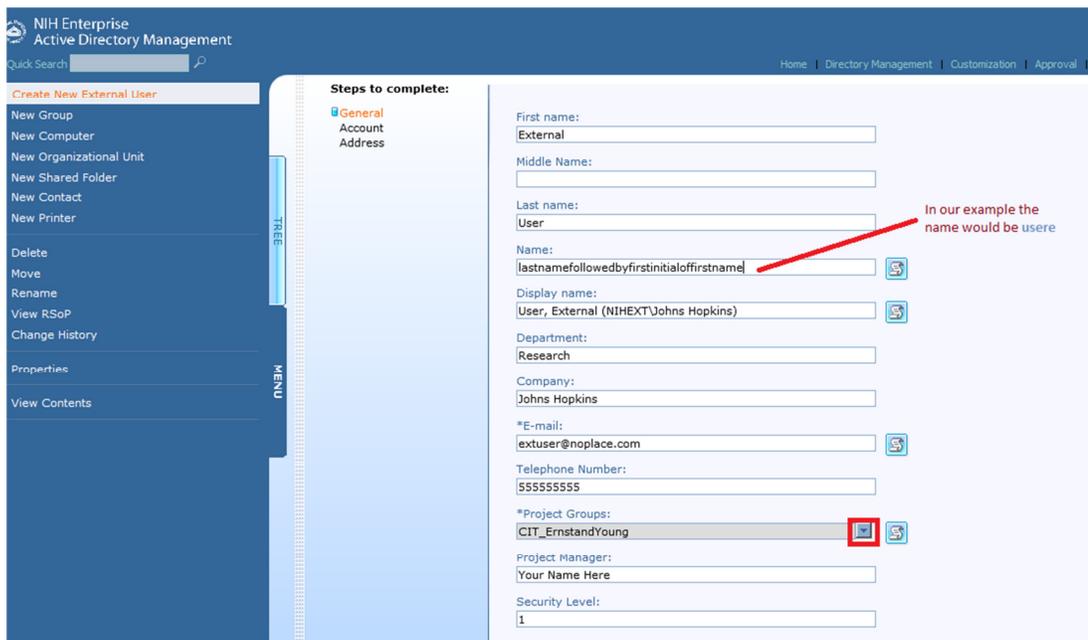


Figure 5

5. Enter information in the fields. The following table describes what values to enter in the fields:

Field	Value
First name	User's first name
Middle Name (optional)	User's middle name
Last name	User's last name
Name	Enter the last name followed by the first initial of the first name without any spaces. In our example, this would be useere (Figure 5).
Display name	Enter the display name for the user in the following format: <code>User, External (NIHEXT\Company)</code>
Department	Enter the department to which the user belongs.
Company	Enter the user's company name.
Email	Enter the user's email address.
Telephone Number	Enter the user's phone number.
Project Groups	In the list box, select the project to which you want to add the user.
Project Manager	Enter the name of the project manager.
Security Level	Enter 1 as the security level (Figure 5).

6. When you've finished entering information, click **Next** (Figure 6) at the bottom of the window.



Figure 6

NOTE: If the value you entered in the Name field is already used, an error message will appear (Figure 7).

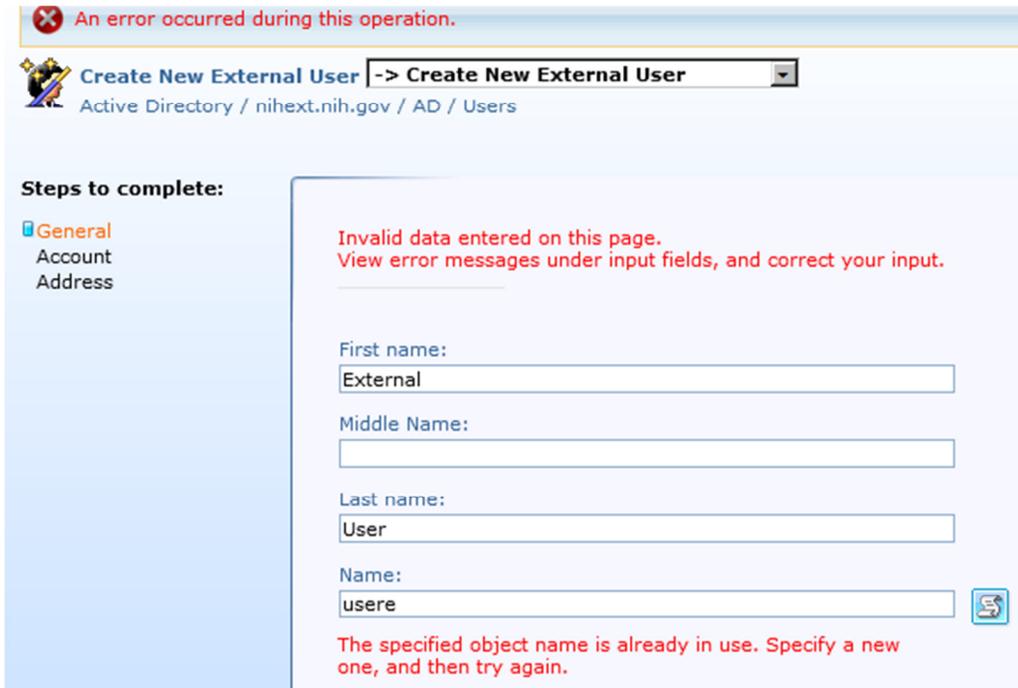


Figure 7

7. If no error message appears, proceed to step 8 on page 5. If you see the error message, do the following:
- In the Name field, add the second character of the first name. For example, in figure 8, we would enter **userex** in the Name field.
 - Click **Next**. If the error occurs again, add the next character in the first name, and then click **Next**. Continue adding characters (example: `userext`, `userexte`, `userexter`) until the error no longer appears.

Account information fields appear (Figure 8).

Active Directory / nihext.nih.gov / AD / Users

Steps to complete:

- General
- Account**
- Address

User logon name: userex @nihext.nih.gov

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

Password:

Confirm password:

Generate Clear Spell out

Account options:

- User must change password at next logon
- User cannot change password
- Password never expires
- Account is disabled

[Click here to customize this form](#)

To continue, click Next.

Back Next Exit

Figure 8

8. Enter account information for the user. The following table describes the fields:

Field	Description
user logon name	Enter the same value you entered in the Name field on the previous page.
Password	Enter a password of at least eight (8) characters that meets three of the following criteria: <ul style="list-style-type: none"> One Uppercase letter (A through Z) One lower case letter (a through z) One number (0 through 9) One special character (such as @\$*^)
Confirm Password	Enter the password again.
user must change password at next logon	In the Account Options section, ensure this box is checked.

9. Click **Next**.

The user address information fields appear (Figure 9).

Street Address:
9000 Rockville Pike

City:
Bethesda

State/Province:
MD

Zip/Postal Code:
20892

Country/region:
United States

Open properties for this object when I click Finish

[Click here to customize this form](#)

To complete, click Finish.

Back Finish Exit

Figure 9

10. Enter the user's address information in the fields, and then click **Finish**.
11. Contact the user, and have them go to <https://password.nih.gov> to change their password. Then instruct them to immediately go to <https://iforgotmypassword.nih.gov> to verify/register their NIHEXT account.

To register, users will be asked to provide unique answers to three questions. After registering, a user can reset their own password by providing correct answers to the questions.

NOTE: A user can only change his or her password once a day.

Resetting a User's Password

To reset a user's password:

1. Log in to NIH External AD Management. See step 1 on page 1.
2. In the Quick Search field located at the upper-left corner of the window (Figure 10), enter the username (last name followed by first initial), and then click the magnify glass icon.

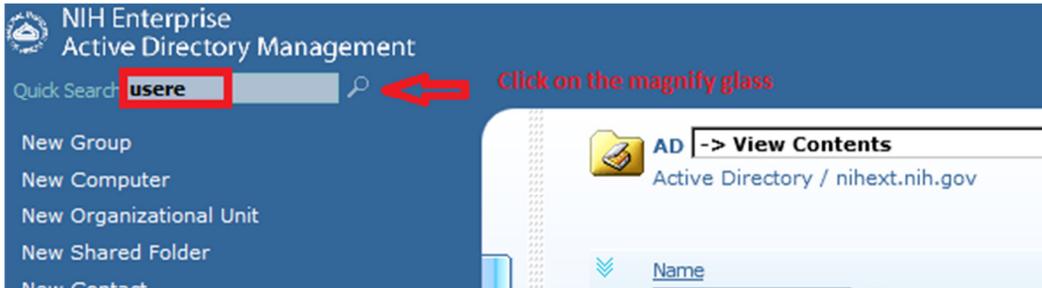


Figure 10

3. In the resulting list of usernames, click the user whose password you want to reset (Figure 11).

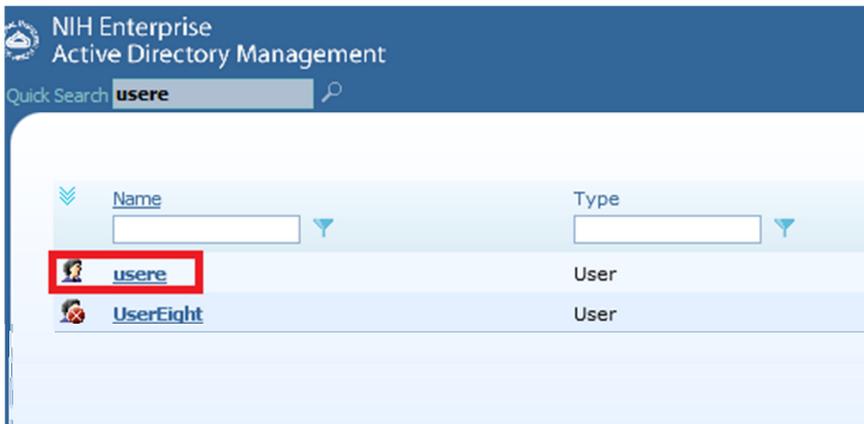


Figure 11

4. Click **Reset Password** on the left side of the window (Figure 12).

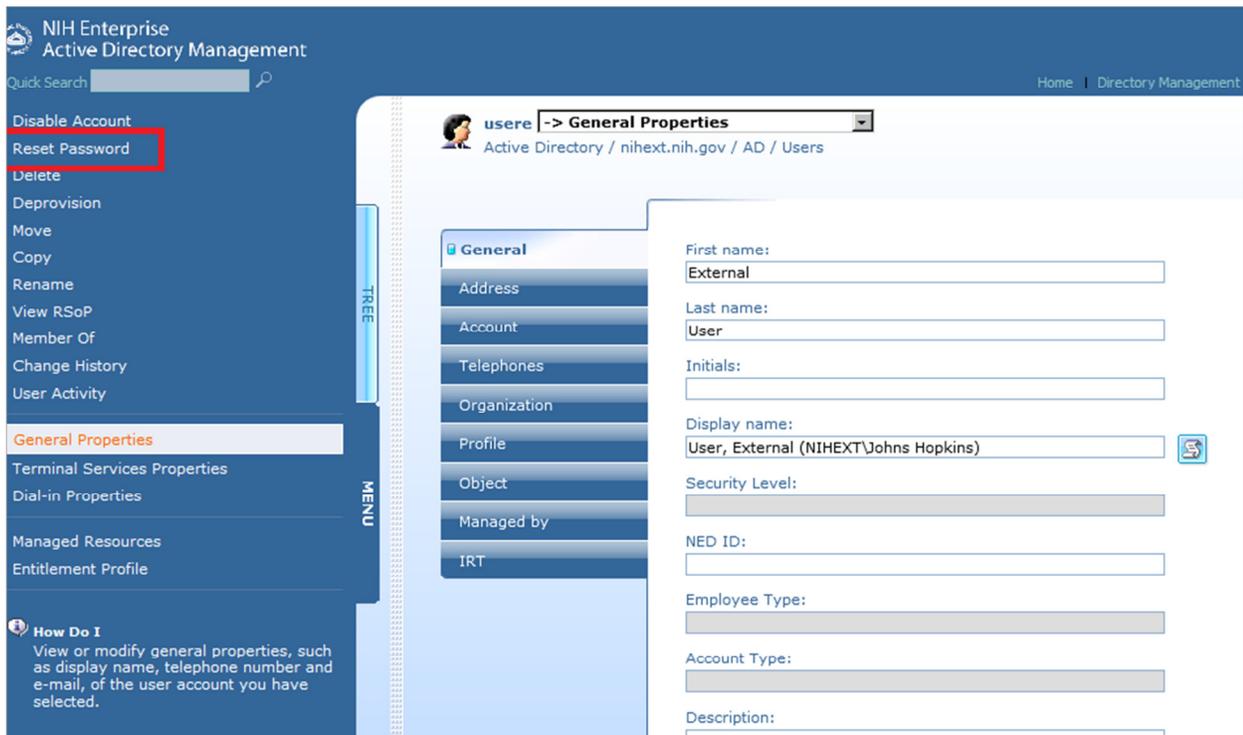


Figure 12

The password reset fields appear (Figure 13).

users -> Reset Password
Active Directory / nihext.nih.gov / AD / Users

Steps to complete:

General

Password:
Confirm password:

Generate Clear Spell out

Account options:

User must change password at next logon
 User cannot change password
 Password never expires
 Account is locked out

[Click here to customize this form](#)

To complete, click Finish.

Finish Exit

Figure 13

5. In the Password field (Figure 13), enter a password of at least eight (8) characters that meets at least three of the following criteria:
 - One Uppercase letter (A through Z)
 - One lower case letter (a through z)
 - One number (0 through 9)
 - One special character (such as @\$*^)
6. In the Confirm password field, enter the password again.
7. Click **Finish**.
8. Contact the user, and have them go to <https://password.nih.gov> to change their password. Then instruct them to immediately go to <https://iforgotmypassword.nih.gov> to verify/register their NIHEXT account.

To register, users will be asked to provide unique answers to three questions. After registering, a user can reset their own password by providing correct answers to the questions.

NOTE: A user can only change his or her password once a day.