

## Active Directory Changes

---

**Procedure:**           **How to update user status in Active Directory**

**Create Date/By:**       01/04/2017 Jg

**Last Updated/By:**     01/04/2017, Jg

---

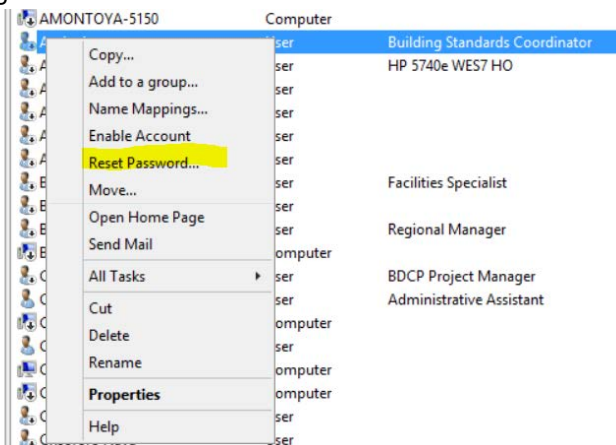
Open “Remote Desktop” (see How to set up remote desktop (mstsc.exe).docx) and log on to “Vader”

Open “Active Directory Users and Computers”. Click on **Start**, then **Administrative Tools**, then **Active Directory Users and Computers**.

Name	Date modified	Type
Terminal Services	8/22/2013 9:39 AM	File folder
Active Directory Administrative Center	8/21/2013 5:50 PM	Shortcut
Active Directory Domains and Trusts	8/22/2013 12:55 A...	Shortcut
Active Directory Module for Windows Po...	8/22/2013 12:55 A...	Shortcut
Active Directory Sites and Services	8/22/2013 12:55 A...	Shortcut
Active Directory Users and Computers	8/22/2013 12:55 A...	Shortcut
ADSI Edit	8/22/2013 12:55 A...	Shortcut
Component Services	8/22/2013 12:57 A...	Shortcut

Locate user that needs to be updated. User may be in ABQ, Admins, Disabled, Field\_Offices, or Xen.

In this example, user Andre Larroque’s files need to be accessed. Andre is in the Disable user group. Right-click on user and select Reset Password...



Then Enter new password and confirm password. Uncheck “User must change password at next logon”.

**\*\*To enable or disable a user, find and right click on user. Select “Enable Account” or “Disable Account”.**