Bulk Reset Password Active Directory: AD Pro Toolkit

Table of Contents

Overview	1
Step 1. Create a CSV file	1
Step 2. Open AD Pro Toolkit	2
Step 3. Select your CSV file and click Run	3
Reset Password for All Users in an OU	3

Overview

In this guide, you will learn how to bulk reset passwords in Active Directory using the <u>AD Pro</u><u>Toolkit</u>.

This method uses a CSV file with a list of user accounts and a password to change for each user. You could use the same password (not recommended) or provide a different password for each user.

Step 1. Create a CSV file

Create a CSV file with a list of user accounts and a password column. (see example screen shot below).

- **Tip:** Use the export users tool or a report to quickly export a list of user accounts.
- You can identify user accounts with SamAccountName, EmployeeID, EmployeeNumber or UserPrincipalName
- To force password change at next logon, add the pwdLastSet column and set the value to 0.

CSV Example



List of accounts to reset		Th pa	Add this column to force password		
		A	в	С	logon
	1	sAMAccountName	password	pwdLastSet	
	2	Ebony.Kelly		0	
	3	Karen.Spies		0	
	4	Robert.Slade		.0	
	5	Debbie.Alexander		0	
	6	Aimee.Delk		0	
	7	Edward.Gordon		0	
	8	Joe.Sims		0	
	9	John.Teague		0	
	10	Ramona.Quintana		0	
	11	Cory.Wilson		0	
	12	Clarence.Olson		0	
	13	Jill.Glass		0	
	14	Jason.Muir		0	
	15	Samuel.Thomas		0	
	16	Nigel.Caldwell		0	
	17	Donna.Holleran		0	
	18	William.Magill		0	
	19	Nicole.Benson		0	

Step 2. Open AD Pro Toolkit

Under "User Tools" click on "Modify Bulk Users".





Step 3. Select your CSV file and click Run

Updat	te Users			
C:\U	sers\robert.allen.da	Desktop	>\Demo\pw_reset.csv	1 Browse Update Options Download CSV Template
• Hel	b			
• CS	∽ V Header Cheatsh	leet		
F	Run Stop			Clear Logs
	Log Time	Log Ty	Tool	Message
73	04/08/2025 11:52:20	Info	User And Computer Upd	Property password has been updated
74	04/08/2025 11:52:20	Info	User And Computer Upd	Property pwdLastSet has been updated
75	04/08/2025 11:52:20	Info	User And Computer Upd	25/28# Updating user 'sAMAccountName [Ann.Baker]'
76	04/08/2025 11:52:20	Info	User And Computer Upd	Property password has been updated
77	04/08/2025 11:52:20	Info	User And Computer Upd	Property pwdLastSet has been updated
78	04/08/2025 11:52:20	Info	User And Computer Upd	26/28# Updating user 'sAMAccountName [Bernard.Dreyer]'
79	04/08/2025 11:52:20	Info	User And Computer Upd	Property password has been updated
80	04/08/2025 11:52:20	Info	User And Computer Upd	Property pwdLastSet has been updated
81	04/08/2025 11:52:20	Info	User And Computer Upd	27/28# Updating user 'sAMAccountName [Calvin.Huneycutt]'
82	04/08/2025 11:52:21	Info	User And Computer Upd	Property password has been updated
83	04/08/2025 11:52:21	Info	User And Computer Upd	Property pwdLastSet has been updated
84	04/08/2025 11:52:21	Info	User And Computer Upd	28/28# Updating user 'sAMAccountName [Benjamin.Williams]'
85	04/08/2025 11:52:21	Info	User And Computer Upd	Property password has been updated
86	04/08/2025 11:52:21	Info	User And Computer Upd	Property pwdLastSet has been updated
87	04/08/2025 11:52:21	Info	User And Computer Upd	Updated 28 of 28 users
88	04/08/2025 11:52:21	Info	User And Computer Upd	Finished

When you click "Run" the toolkit will update the users passwords from the csv file.

Reset Password for All Users in an OU

In this example, I'll show you how to reset the password for all users in an OU.

Step 1. Click on "Export Users" from the sidebar menu.



 User Tools User Management Create Single User Create Bulk Users Modify Bulk Users Export Users Offboard Users Lockout Troubleshoorter 	
Export Users Offboard Users Lockout Troubleshoorter	Path: Entire don
Restore Deleted Users Delete Users Move Users	Drag a column header I sAMAccountN

Click browse, select the OU and click run.

-	USEIS					CAPI	nt colum	IIS
Path:	Entire domain is	selected	I by default Browse	Search		8 Run	Stop	
Orag a c	olumn header here to	group by	🖳 Select Container	_			4	ρ
	sAMAccountName	ou	Select an Active Directory container			displayName	description	
			Computers Computers					
				OK	Cancel			

Click export and select export to CSV.



Export	Users				Export Columns Export to CSV	
Path:	test	Browse	Search	R	Export to XLS Export to PDF	
Drag a (column header here to	group by that column			Q	
	sAMAccountName	r ou	manager	memberOf	userPrincipalName	
1	Ebony.Kelly	OU=test,OU=ADPRO Users,DC=ad,DC=activedirectorypro,DC=com	Robert.Allen	Marketing_Folders, Marketing_local	Ebony.Kelly@activedirect *	
2	Karen.Spies	OU=test,OU=ADPRO Users,DC=ad,DC=activedirectorypro,DC=com	Robert.Allen	Marketing_Folders, Marketing_local	Karen. Spies@activedirec	
3	Robert.Slade	OU=test,OU=ADPRO Users,DC=ad,DC=activedirectorypro,DC=com	Robert.Allen	Marketing_Folders, Marketing_local	Robert.Slade@activedire	
4	Debbie.Alexander	OU=test,OU=ADPRO Users,DC=ad,DC=activedirectorypro,DC=com	Robert.Allen	Marketing_Folders, Marketing_local	Debbie.Alexander@activi	
5	Aimee,Delk	OU=test,OU=ADPRO Users,DC=ad,DC=activedirectorypro,DC=com	Robert.Allen	Marketing_Folders, Marketing_local	Aimee.Delk@activedirecti	
6	Edward.Gordon	OU=test,OU=ADPRO Users,DC=ad,DC=activedirectorypro,DC=com	Robert.Allen	Marketing_Folders, Marketing_local	Edward.Gordon@actived	
7	Joe.Sims	OU=test,OU=ADPRO Users,DC=ad,DC=activedirectorypro,DC=com	Robert.Allen	Marketing_Folders, Marketing_local	Joe.Sims@activedirectory	
8	John.Teague	OU=test,OU=ADPRO Users,DC=ad,DC=activedirectorypro,DC=com	Robert.Allen	Marketing_Folders, Marketing_local	John.Teague@activedire	
9	Ramona. Quintana	OU=test,OU=ADPRO Users,DC=ad,DC=activedirectorypro,DC=com	Robert, Allen	Marketing Folders, Marketing local	Ramona. Quintana@activ	

Step 2. Modify the CSV File

- 1. Remove all columns except sAMAccountName
- 2. Add the password column
- 3. Optionally add a **pwdLastSe**t column to force password change at next logon.
- Step 3. Open Bulk Modify users
- Step 4. Select your CSV File and click run.

For more AD Pro Toolkit guides visit activedirectorypro.com/docs

