

Create AD Users: AD Pro Toolkit

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Overview

This help document walks through how to create single users and how to bulk import users using the AD Pro Toolkit.

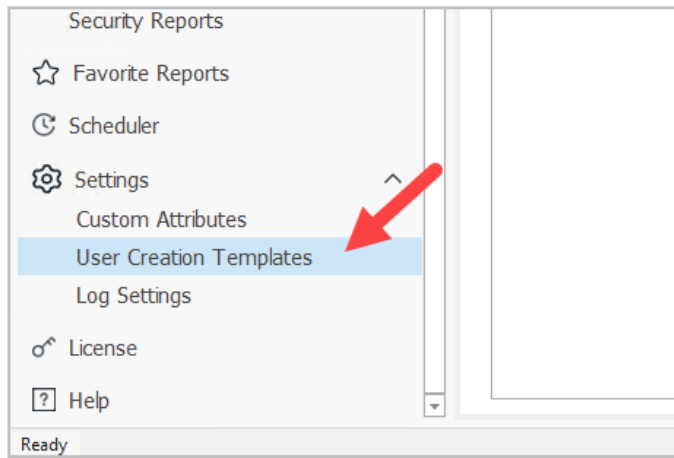
Create Single Users

The AD Pro Toolkit includes a template system for creating Active Directory user accounts. This will help streamline and automate the account creation process. You can create multiple templates for different types of accounts (for example, a student template and a staff template.)

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Step 1. Create User Template

Click on settings > User creation Templates



Click Add to create a new template.

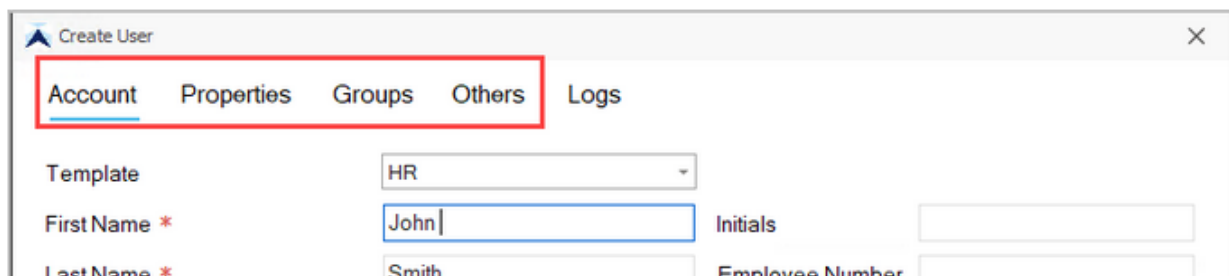
Give the template a name and fill out the fields you want to use. When you are done click “Save”.

Step 2. Click on create single user

From the Home page or the user management page click on “New User”.

Select your template and complete the form.

Note: There are 4 tabs at the top for filling out user details, just fill out what you need.

A screenshot of the 'Create User' form. The form has a title bar 'Create User' and a close button. Below the title bar are five tabs: 'Account' (selected and highlighted with a red box), 'Properties', 'Groups', 'Others', and 'Logs'. The form fields are: Template (dropdown menu with 'HR' selected), First Name * (text input with 'John'), Last Name * (text input with 'Smith'), Initials (text input), and Employee Number (text input).

Click the “Create User” button to create the user.

You will get a success message if it is created successfully and failed if it did not.

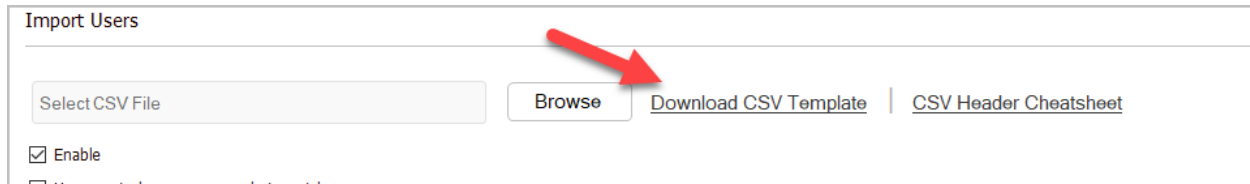
You can click the Logs tab to view the creation logs. This is useful if the account failed to create, it would show you the error messages.

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Create Bulk Users

Step 1. Download the CSV Template

From the home page click “Bulk Create Users” then click “Download CSV Template”.



The screenshot shows a web interface titled "Import Users". It contains a "Select CSV File" input field, a "Browse" button, a "Download CSV Template" button, and a "CSV Header Cheatsheet" link. A red arrow points to the "Download CSV Template" button. Below the input field, there is a checked "Enable" checkbox.

- This CSV includes an example of two user accounts.
- **The CSV template includes 33 user attributes.** This covers the most common attributes for creating new accounts.
- Additional attributes can be added to the template (see the section Add Additional Attributes for details)

Step 2. Modify CSV Template

Open the CSV template and enter your account details. The below columns are required, all other fields are optional. You can delete the columns you don't need.

1. **SamAccountName** = This will be the users logon name.
2. **password** = users password. Make sure it meets your password requirements.
3. **givenName** = First name
4. **sn** = Last name

Tips

1. **Remove unused columns:** You can remove any column from the CSV you don't need. This can make working with the CSV template much easier. Just make sure you have the 4 required columns listed above; all other columns can be removed.
2. **CSV Cheat Sheet:** Use the CSV Cheat Sheet from the resources section if you do not understand the column names in the csv template.
2. **Run a small test import:** Run a small test import first (1-2 accounts) to ensure the CSV is correct and the accounts import as needed.

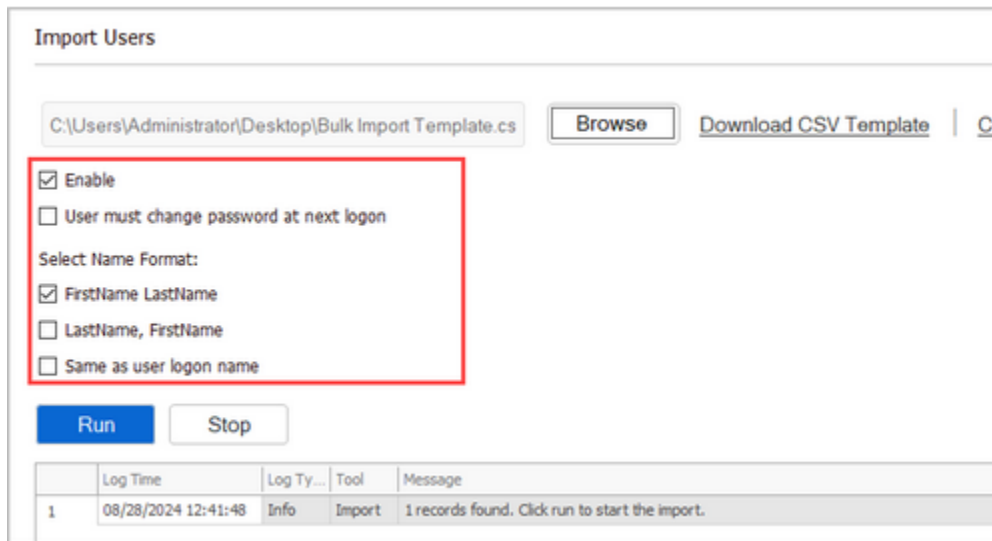
Step 3. Open the Bulk Create Users Tool

At this point you should have a csv file filled out with your user details. Now you are ready to start the bulk import process.

1. Click on Home > Bulk Create Users
2. Click “Browse” and select your CSV file.

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3. Enable or disable any of the following options:



	Log Time	Log Ty...	Tool	Message
1	08/28/2024 12:41:48	Info	Import	1 records found. Click run to start the import.

- **Enable:** This will enable or disable the account when it is created (enabled by default)
- **User must change password at next logon:** This option will require users to change their password at first logon.
- **FirstName LastName:** Sets the name format to FirstName + LastName
- **LastName, FirstName:** Sets the name format to LastName, + FirstName
- **Same as user logon name:** Sets the name format to logon name (samaccountname)

Step 4. Click “Run” to Start the Import

To start the import, click the “Run” button. Logs will be displayed at the bottom of the screen. When it is completed, it will show how many accounts were imported.

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Import Users

C:\Users\Administrator\Desktop\DEMO - Import Users.cs [Download CSV Template](#) | [CSV Help](#)

Enable
 User must change password at next logon

Select Name Format:
 FirstName LastName
 LastName, FirstName
 Same as user logon name

	Log Time	Log Ty...	Tool	Message
1156	08/28/2024 15:58:55	Info	Import	User Import: Property st has been set
1157	08/28/2024 15:58:55	Info	Import	User Import: Property postalCode has been set
1158	08/28/2024 15:58:55	Info	Import	User Import: Property c has been set
1159	08/28/2024 15:58:55	Info	Import	User Import: Property co has been set
1160	08/28/2024 15:58:55	Info	Import	User Import: Property countryCode has been set
1161	08/28/2024 15:58:55	Info	Import	User Import: Property title has been set
1162	08/28/2024 15:58:55	Info	Import	User Import: Property department has been set
1163	08/28/2024 15:58:55	Info	Import	User Import: Property company has been set
1164	08/28/2024 15:58:55	Info	Import	User Import: Property employeeID has been set
1165	08/28/2024 15:58:55	Info	Import	User Import: Property employeeNumber has been set
1166	08/28/2024 15:58:55	Info	Import	User Import: Property manager has been set
1167	08/28/2024 15:58:55	Info	Import	User Import: Property proxyAddresses has been set
1168	08/28/2024 15:58:55	Info	Import	Imported 42 users out of 42.
1169	08/28/2024 15:58:55	Info	Import	Finished

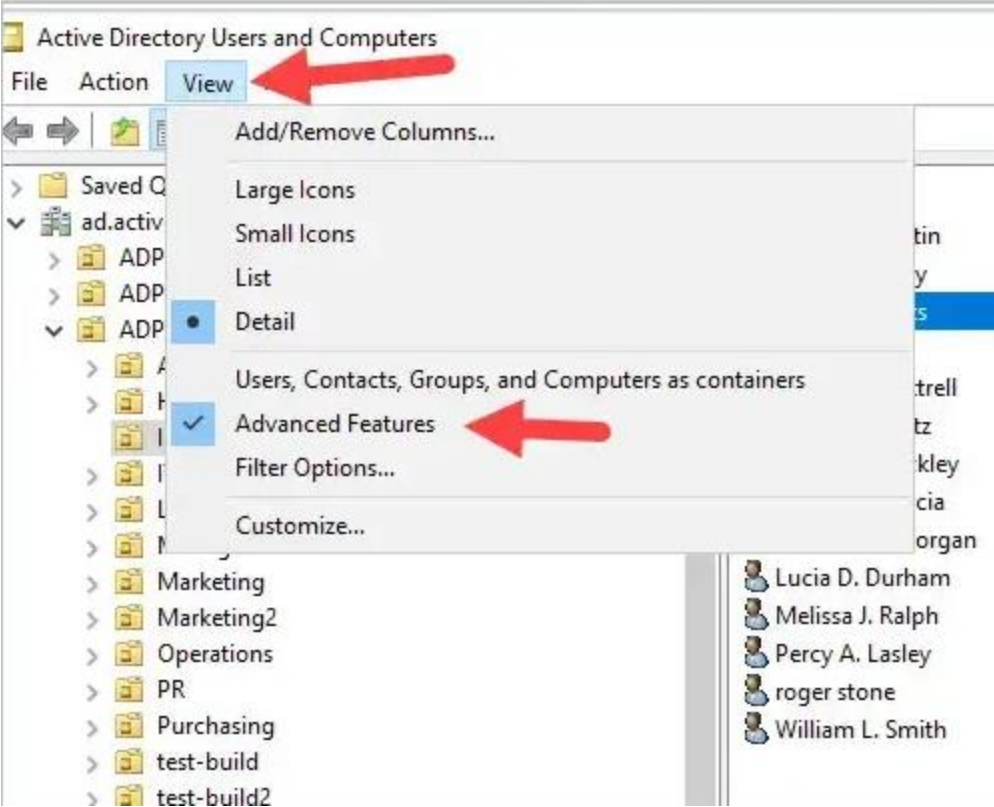
Add Additional User Attributes

You can add additional user attributes to the CSV file, you just need to know the LDAP name. You can find the LDAP name by opening the attribute editor in Active Directory Users and Computers. You could also use PowerShell to list all user account properties.

To see the attribute editor, you first need to enable the advanced features in Active Directory Users and Computer

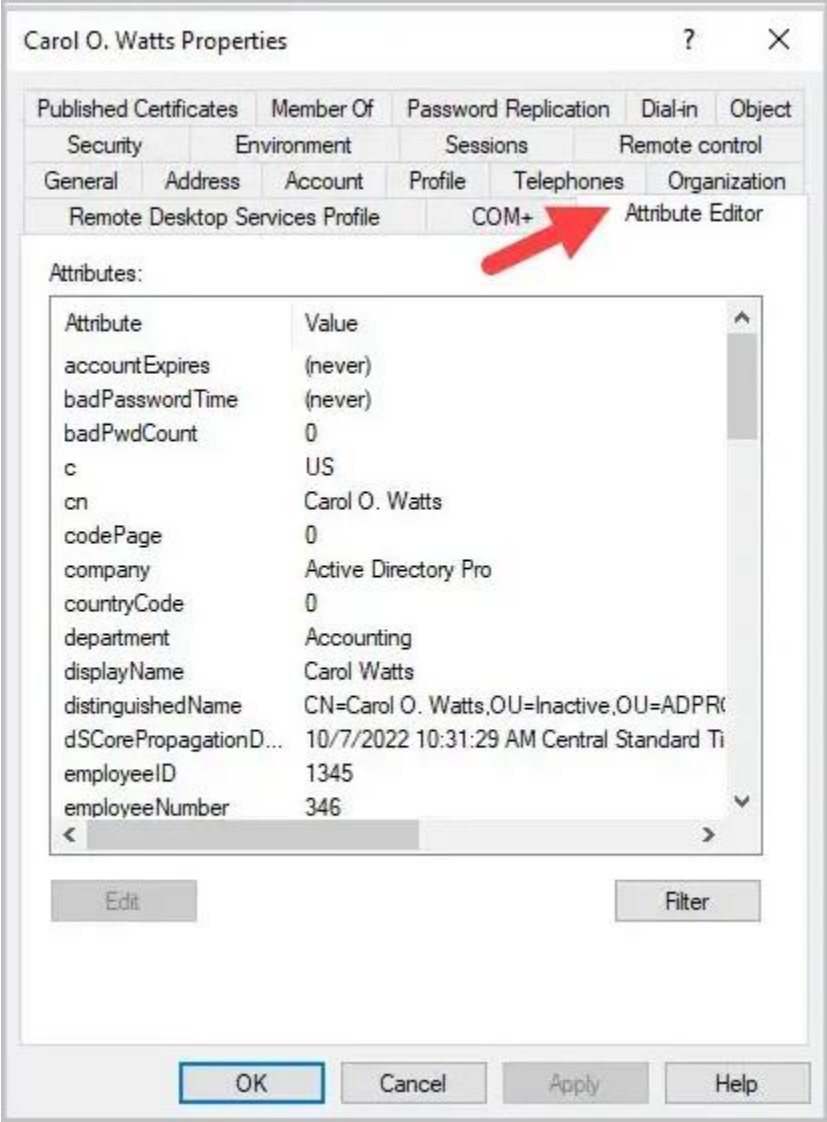
Click view from the top menu then select advanced features.

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Now when you open an account you will see the attribute editor tab.

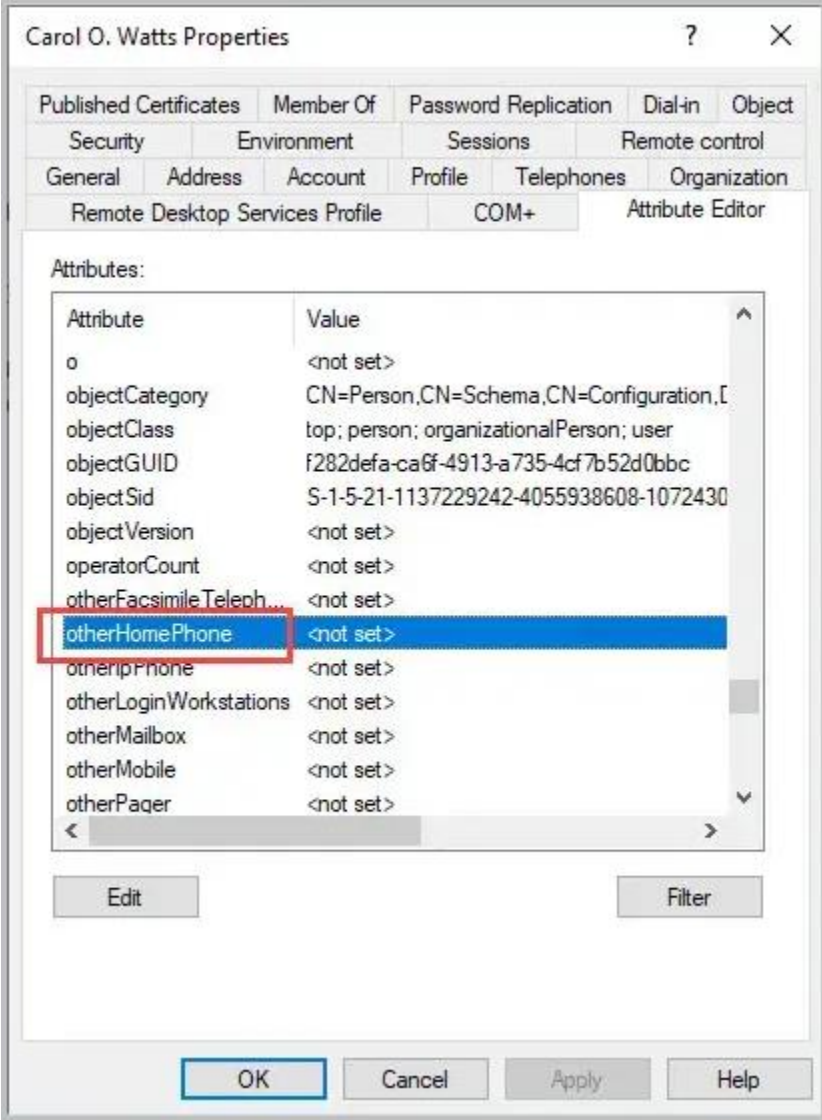
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The attribute editor screen will show you all the user LDAP properties.

Now just find the attribute name and add it to the CSV. For example, I want to add information to the other Home telephone section for users.

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In the attribute editor, I see the name is “otherHomePhone”. I will add this to the CSV.

Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
no mobile	ipPhone	title	departme	company	employee	employee	manager	proxyAddresses	otherHomePhone

All done. That is how you add additional attributes to the CSV file to import with new accounts.