Windows Enterprise
OU Administrator Tips

Management Change in a Departmental/College Organizational Unit

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February 26, 2004
Updated: August 26, 2015

This document describes how change management in a departmental "Organizational Unit" ("OU") in the Iowa State Windows 2000 enterprise domain ("iastate.edu").

Transferring Control of a College/Departmental OU

Your College/Department OU has been set up so Windows Enterprise Administration never needs to be involved in the transfer of power within your department.

In the event the management of your OU changes (a departmental IT OU manager assumes new duties or leaves the department) the existing OU manager(s) should perform the following tasks:

1. Add any new OU manager(s) to the "!<dept> Admins" security group. This gives the new admin(s) the same powers the existing OU managers have.

2. Add the new OU manager(s) to any other appropriate security groups created by the department to manage their OU structure.

3. Remove the exiting managers from appropriate departmental security groups.

If the OU manager is leaving the department the remaining OU manager(s) should email its-ad-admins@iastate.edu to move the user object to the "Relocation" container once all appropriate cleanup activities have been performed. See "Managing Users Within a College/Departmental Organizational Unit") for more details (available at http://tech.ait.iastate.edu/win2000/admin/UserMgmtInOUs.pdf). NEVER suspend or delete a NetID-based user object for a staff person that has left your college/dept.

Removing a College/Departmental OU

NEVER simply delete a College/Departmental OU. See "Shutdown of a Departmental/College Organizational Unit" for the proper procedure (http://tech.ait.iastate.edu/win2000/admin/OUShutdown.pdf).