# Windows Enterprise
# OU Administrator Tips

## Requesting a Departmental/College Organizational Unit

Steven L. Kunz
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This document describes how request the creation of a department "Organizational Unit" ("OU") in the Iowa State Windows Active Directory Enterprise Domain ("iastate.edu").

## Who Can Request an OU and How They are Named

First, you should be the department or college IT manager for your department, college, or operating unit. The name of your OU will be assigned by enterprise domain management, and is the official "short abbreviation" of your department. Your departmental OU will be placed in a "college/major-operating-unit" OU according to the official university structure.

## How to Request an OU

You should send an email request with the following information to:

  w2k-root-admin@iastate.edu

Include the following items:

1)  The name of your department
2)  The full DNS hostname of a Windows system (Windows 2000, Windows XP, or Windows Server 2003) you will use to administer your OU (using the tools indicated below).
3)  Your name, position, and phone number

## What Happens at the Enterprise Level for You

Your request will be handled as fast as time permits (generally a day or two). In general a short phone call is made to make sure all requests are handled properly (your OU may really be a departmental "sub-OU", for example, more properly handled by an existing departmental or college level OU administrator).

When your OU is created, the following things are done at the enterprise level:

1)  The OU is created with the official university departmental "short name"

2) A security group is created within the OU named "!<your-ou-name> Admins". Your Net-ID is placed as the initial (only) member in that group.
3) Complete control for the OU (the ability to add/delete/change all objects, including users, computers, OUs, groups, etc) is delegated to the security group created in the previous step. Initially, this is only you – but you can extend such complete authority to anyone else you choose by making them a member of the security group.
4) The Windows administrative system you supplied will be "pre-created" in the ISU domain and placed in your OU. The ability to add/remove this computer from the domain will be delegated to the "!<your-ou-name> Admins" security group.
5) A "Users" container will be created in your OU. For the time being it will be EMPTY. DO NOT remove it. Eventually you (and all your departmental users) will be placed in this container.

After your OU is created you will receive an email reply indicating it is ready for you.

It is VERY IMPORTANT that the "security rights" for whatever OU you move NetID-based user objects into be correct. You MUST NOT lock out enterprise "Administrators" access in an OU where university information (and passwords) must be synchronized from the enterprise level. Specifically:

1) The "IASTATE/Administrators" group must have full rights to objects in the "<your OU>/Users" container to add/update/delete the NetID-based user objects that were placed there when your faculty/staff were populated into your OU.
2) If you move NetID-based user objects from "<your OU>/Users" to another OU within your OU, you must remember to grant the "IASTATE/Administrators" group full rights to objects in that container, also, or updates will break.

## OU Management Tools

To manage your OU you will need to have the "AdminPak" installed on the Windows administrative system. This set of software includes several "Microsoft Management Consoles" (including "Active Directory Users and Computers", which will be the main tool you will use to manage your OU). To install these tools see the section titled "Getting Your Active Directory Tools" in the "OU Manager's Handbook":

http://tech.ait.iastate.edu/win2000/admin/OUHandbook.pdf

Finally, you will need to reconfigure the system (whose name you supplied in the original email) to actually be a member of the "iastate.edu" Windows Active Directory Enterprise Domain (and you now have the authority to do that). While logged on as the local "administrator" for the system, right-click the "My Computer" icon and select "Properties". Click the "Properties" button on the "Network Identification" tab. Use the lower part of the next panel to make it a "member of" the "iastate.edu" domain. You will be asked for the "name and password of an account with permission to join the

domain".  Supply your ISU Net-ID (which is the same as the username who control of the OU was delegated to).

At this point you can begin adding departmental systems to your OU, using your username just as you added your own system.  Remember to add each computer in your OU (using the LEFTMOST term of the DNS hostname for your system) ahead of time using "Active Directory Users and Computers".  Make sure you indicate that you (or your OU security group) can admit the computer to a domain (DO NOT leave the default "Domain Admins" selection, since you are not one of those).  After each system is admitted to the "iastate.edu" domain (in your OU) the users can login with their ISU Network-ID (and password).

There is a large amount of "group policy" you can now begin to add to users and systems in your OU.  Microsoft publishes many "How To" articles and White Papers on their web site (www.microsoft.com/windows2000) and a large number of books are available.  An "OU Administrators Guide" documenting common tasks is in the works at ISU.

## Other Important Things to Know for the Future

Refer to the following documents for information on OU management change and shutting down an OU your college/department decides it no longer needs:

Management Change in a Departmental/College Organizational Unit
http://tech.ait.iastate.edu/win2000/admin/OUMgmtChange.pdf

Shutdown a Departmental/College Organizational Unit
http://tech.ait.iastate.edu/win2000/admin/OUShutdown.pdf