

## Users and Groups

# Add multiple user accounts

4padPointRule2.eps ↵

If you're setting up a new network, merging two networks, or expanding your network to include new workgroups, you may want to add several user accounts at once.

You prepare the names of the users in a text file. Then UserManager automatically sets up the accounts.

768008\_PointRule2.eps ↵

**BEFORE YOU START:** Determine which domains and home directory areas you want to use. Locate a password file you want to use or prepare a text file with the names of the new users in one of these forms:

*first middle last*

*first last*

*last first*

*last first middle*

Type each name on a new line. Don't include any punctuation.

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**1 Log in as root on the computer where you want the home directories.**

You need to set up all the home directories for your list of users on the computer that hosts the home directory server.

If you don't log in as **root**, you can type the **root** password when you start UserManager.

**62468\_PointDashedRule3Black.eps** ↵

**2 Double-click UserManager in /NextAdmin.**

**427113\_PointDashedRule3Black.eps** ↵

**3 Choose User *submenu-arrow8.tiff* ↵ Bulk Create from the UserManager menu.**

**145281\_PointDashedRule3Black.eps** ↵

**4 Select a domain for the users.**

If you want the users to have access across the entire network, select the root (/) domain.

If you want to restrict the user's access to a particular domain, choose that domain.

**794249\_PointDashedRule3Black.eps** ↵

**5 Choose the options for the accounts in the Create Accounts window  
;../Reference/Tools/UserManager/UserManagerPanels/CreateAccountsWin**

**dow.rtfd;;-.**

You can specify a pathname for the home directory, a language, a template, and shell information.

You can enter a group ID number for all the users and a starting number for user IDs.

You can also select a method for assigning user names and passwords.

**681798\_PointDashedRule3Black.eps ▾**

**6 Choose the Input File format that matches the format in your text file and click Read Input File.**

**396083\_PointDashedRule3Black.eps ▾**

**7 Select your text file and click OK.**

UserManager reads the file and builds the accounts, displaying them in the New Users window. If you want a text file with this account information, you can click Save Report File.

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**8 Click Create New Account.**

If you didn't click Save Report File, UserManager asks if you want a record of the accounts before it creates the accounts in the file system. If so, you can name the file and save it in an appropriate directory.

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UserManager creates the accounts and home directories with passwords. If you requested a text file of the accounts, it includes the

passwords, so keep it secure.

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**Related topics** (*click a LinkDiamond.tiff ↗*)

706575\_pt-Xref-Rule2.eps ↗

### Concepts

Need to know more about what's in a user account and how the information is stored? Not sure how groups fit in the domain structure?

;AboutUsersAndGroups.rtf;;↗ **About users and groups**

727921\_pt-Xref-DashedRule2.eps ↗

### How to

You can examine all the user accounts in the NetInfo database before or after you delete accounts.

;../NetInfo/ExamineUserAccount.rtf;;↗ **Examine user accounts**

Need to change some of the settings in the individual accounts?

;ChangeUserAccount.rtf;;↗ **Change a user account**