

Users and Groups

Add a network user account

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Each user on the network must have a network account.

When you set up an account, you assign the user a unique user name, a password, a home directory location, and a user group. You can also specify a user language, a custom user template, and other optional features.

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BEFORE YOU START: Determine the domain where you want to add the user account ;AboutUsersAndGroups.rtf;Network accounts;↵. Make sure you have enough file space on the computer where the user's home directory will be stored ;AboutUsersAndGroups.rtf;space;↵. Be sure that you've exported all the directory trees a new user will need, including the home directory tree.

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- 1 Log in as root on the computer where the home directory will be stored.

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

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- 2 Double-click UserManager in /NextAdmin.

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

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4 For user type, click Network.

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5 Select a domain for the user.

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.

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6 Enter the user information in the New User window

;../Reference/Tools/UserManager/UserManagerPanels/NewUserWindow.rtf
d;;↵.

You can choose the short form or the long form from the pop-up list at the top of the window. Choose the long form if you want to specify the user ID, a pathname for the home directory, or a login shell.

Be sure that each user name is unique. This is the name the users need to log in and get e-mail. It's also usually the name of the home directory.

UserManager automatically assigns a valid user ID. Don't change this ID unless you have your own numbering scheme to organize various types of users, for example. If you do change the ID, be sure it's unique on the network.

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7 Choose User *831980_submenu-arrow8.tiff* ↵ Save from the User Manager menu.

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8 Type the user's password in the Verify Password panel and click Set
;../Reference/Tools/UserManager/UserManagerPanels/VerifyPasswordPanel.rtf;↵.

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9 Click OK to confirm that all the information is correct.

If you need to change any of the information, you can click Cancel.

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10 Click Yes to create a home directory as specified.

UserManager checks to see if the directory already exists. If not, it creates the new directory. If it already exists, you can choose to use the existing directory or click No to cancel, make another directory, and try again.

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The new user should be able to log in to the network now.

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

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Concepts

Need an introduction to the world of users accounts and user groups?

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

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How to

You can speed things up by adding lots of accounts at once.

`;AddMultipleUserAccounts.rtf;;¬`
accounts

Add multiple user

You can create a custom user template for users who have special needs.

<Create a custom user template>

A user working on a standalone computer needs an account, too. A local account.

`;AddLocalUserAccount.rtf;;¬` **Add a local user account**

If the user already has a local account, you can move the account to the network.

`;MoveLocalUserToNetwork.rtf;;¬` **Move a local user to the network**

Need to change an existing user account?

`;ChangeUserAccount.rtf;;¬` **Change a user account**