How to create a Role Account in AD

If a role account needs to be created Active Directory, follow the steps outlined below.

**Step-by-step guide**

In Active Directory, the user account needs to be created in the “Role Accounts” OU as follows:

- Open Active Directory
  - Expand the root directory "Brandeis.edu".
  - Expand "Prime".
  - Right click on “Role Accounts”.
  - Click on New
  - Click on User

Once the user account has been created, we need to ensure it is removed from the "Domain Users" group and add to the applicable group based on your situation.

- To remove it from the "Domain Users" group, right click on the user account.
- Click on “Properties” and click on the “Member Of” tab
- Select “Domain Users” and click on “Remove”.

Figure  out what group exactly the account should be a member of, add them and you should be done!!!
Related articles

- Staff Directory
- How to create a Role Account in AD