SOV-DII Active Directory User Account Standards

The following are the Active Directory User Account standards of DII that we are requesting all State of Vermont Foreign Domains to follow. Standardization of the below fields is a necessary prerequisite for migration to Office 365, and necessary for maintenance once migrated to Office 365.

Standards – Required Fields

- General Tab
- Organization Tab
- Account Tab
- How to Add UPN Suffix

Standards – Nice to Have

- Address Tab
- Employee Number

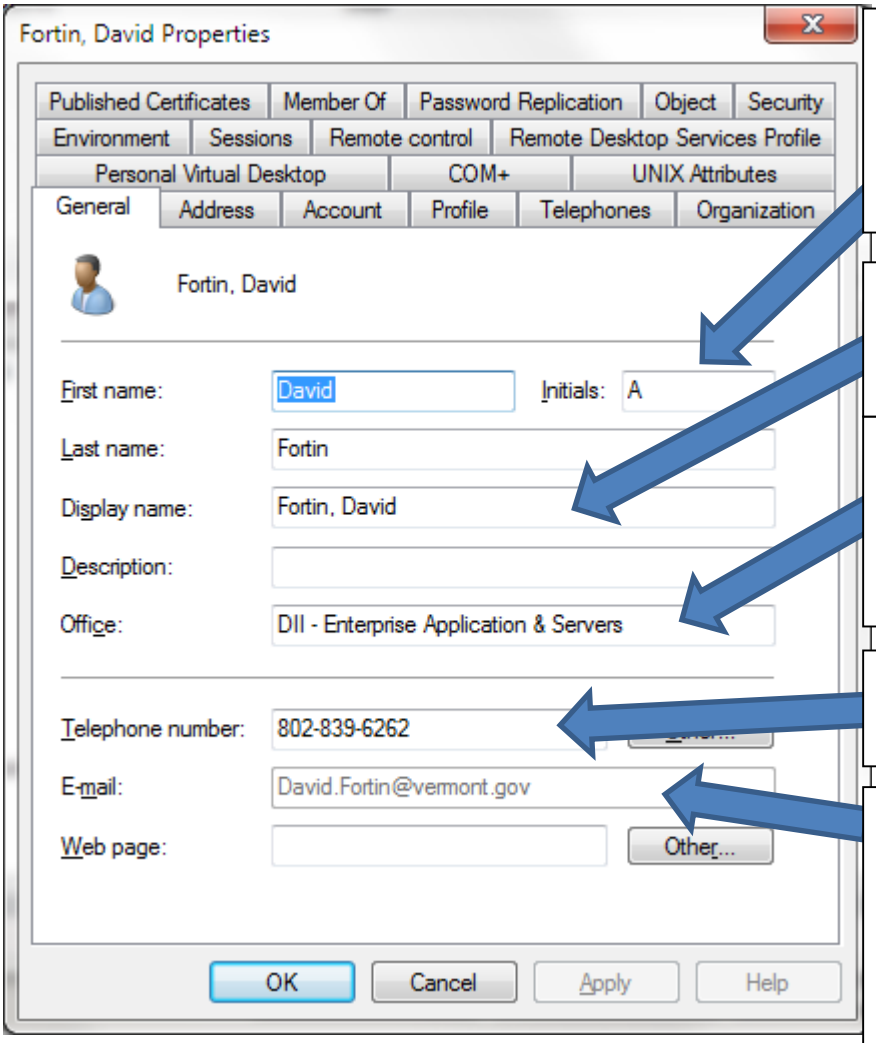
Standards – Required Fields

General Tab:

Complete: First Name, Last Name, Display Name, Office, Telephone Number, and Email Fields

Note: First letters are always capitalized

Office Field Options: (Please check for the latest version often)
http://dii.vermont.gov/sites/dii/files/Word_Files/Policies_Reports/DepartmentNamesDropdown.xlsx



Initials:
Only used if there is another person of the same name.
Capital letter only, no period after letter.

Display Name:
Last, First
(Note: comma space format)

Office:
Department – Group/Division
(Note: space dash space format)
Choose from DII Department Names Dropdown list only

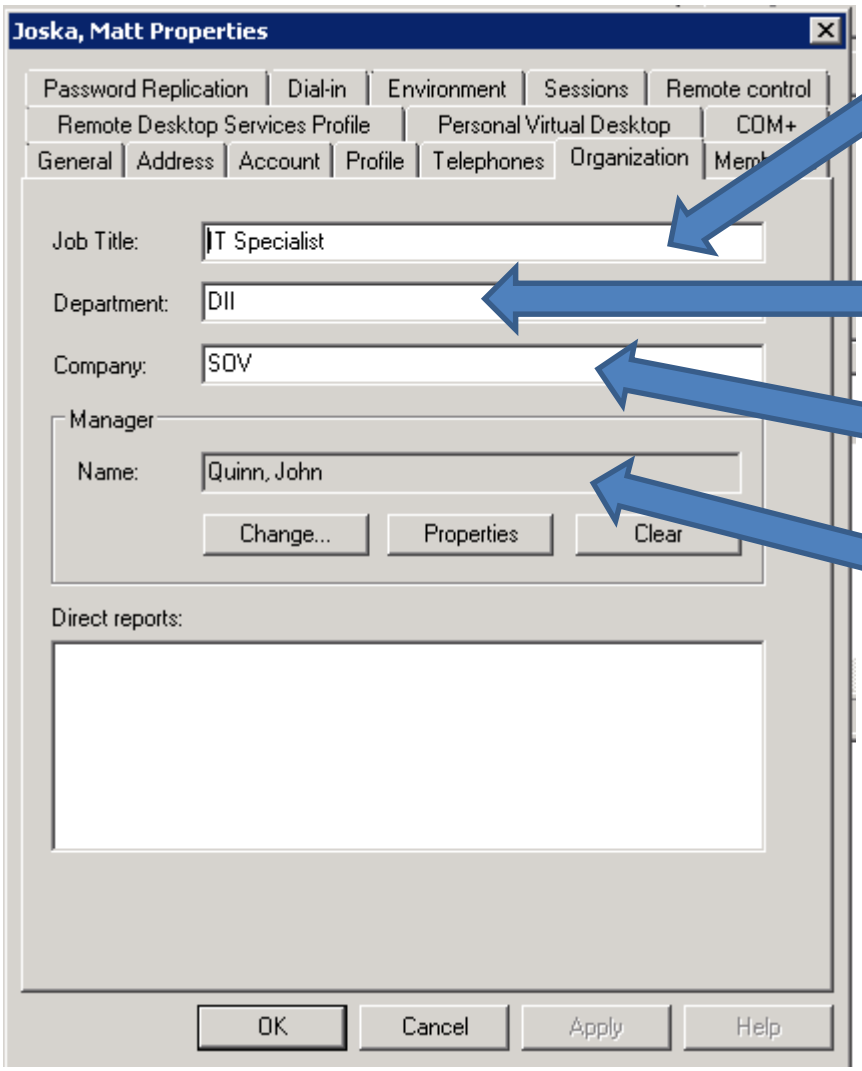
Telephone number:
123-456-7890 format

Email:
If user has state mailbox should be: "@vermont.gov" OR "@partner.vermont.gov". If Sharepoint user and does not have a state mailbox, must use external email address. Otherwise, leave

Organization Tab:

Please complete Job Title, Department, Company and Manager Name. **Department and Company are required fields.**

Note: Department Field Options: Use agency/department name acronym located in this document (it should be the same for all of your agency/department users: http://dii.vermont.gov/sites/dii/files/Word_Files/Policies_Reports/DepartmentNamesforAD.xlsx



Job Title:
If known/optional

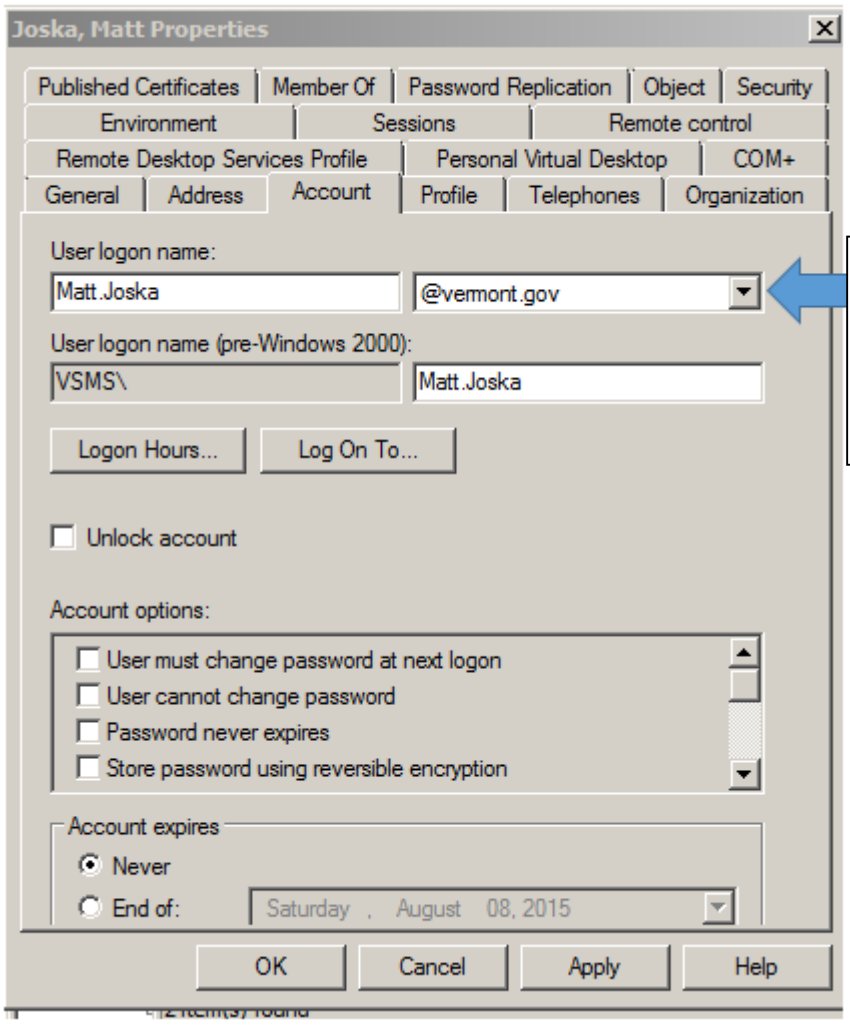
Department (required):
Use abbreviation located in document link above
(ALL CAPS)

Company (required):
SOV or VENDOR
(ALL CAPS)

Manager:
If known/optional

Account Tab:

User Logon Name (UPN) should be the same as their email prefix ex.) First.Last format with first letters capitalized. If there are two of the same name: First.MI.Last. (This is necessary unless this adversely impacts a business requirement.)



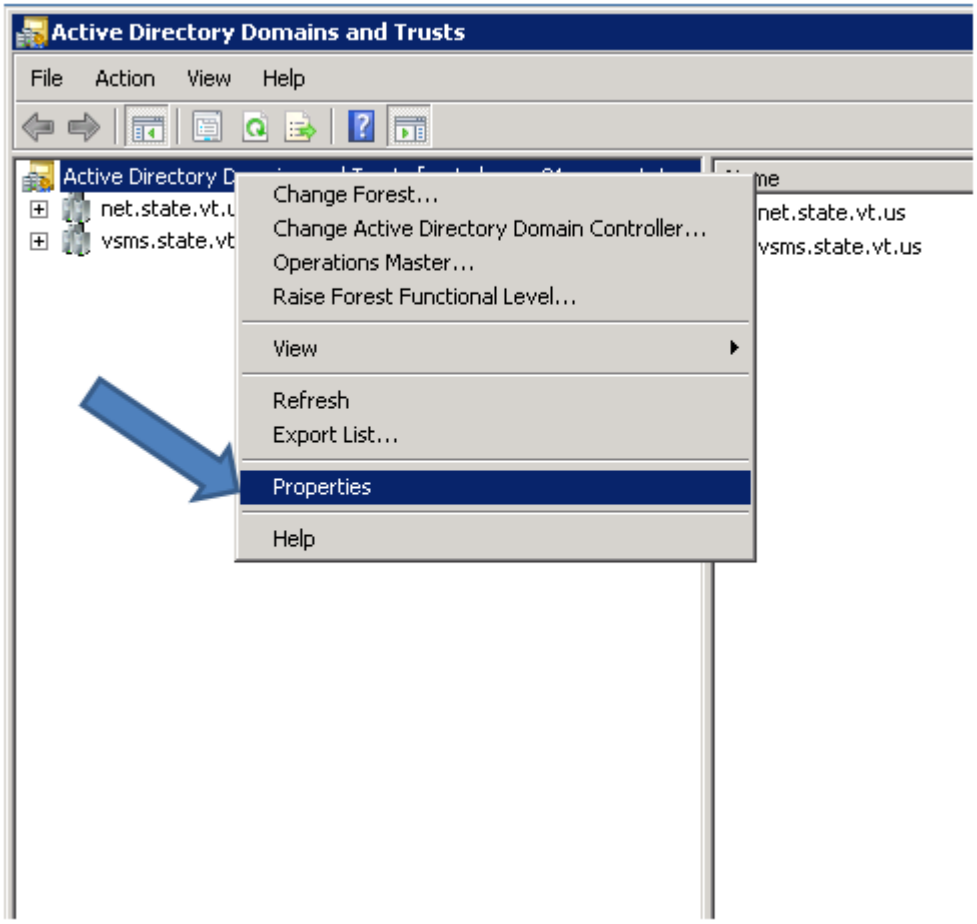
UPN Suffix:
@vermont.gov OR @partner.vermont.gov needs to be primary suffix, (see next page)

How to Add UPN Suffix:

UPN Suffix:

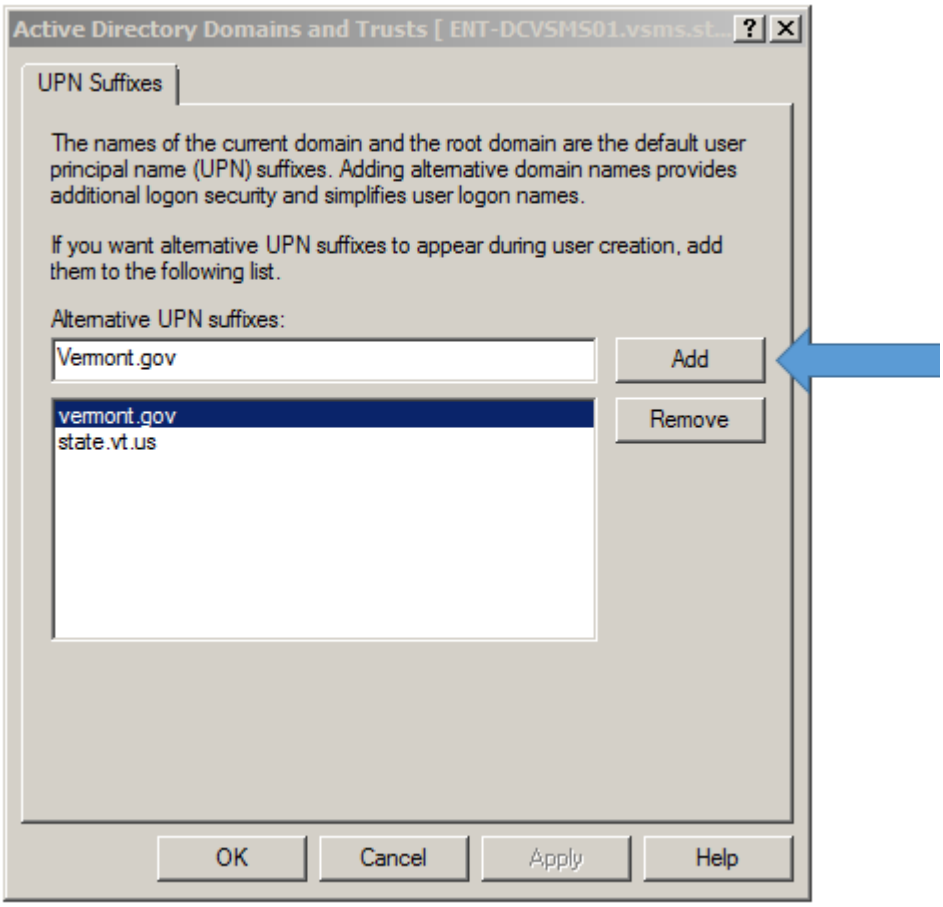
To add Vermont.gov and Partner.Vermont.gov UPN suffix to your domain:

Administrative Tools > Active Directory Domain and Trusts > Properties



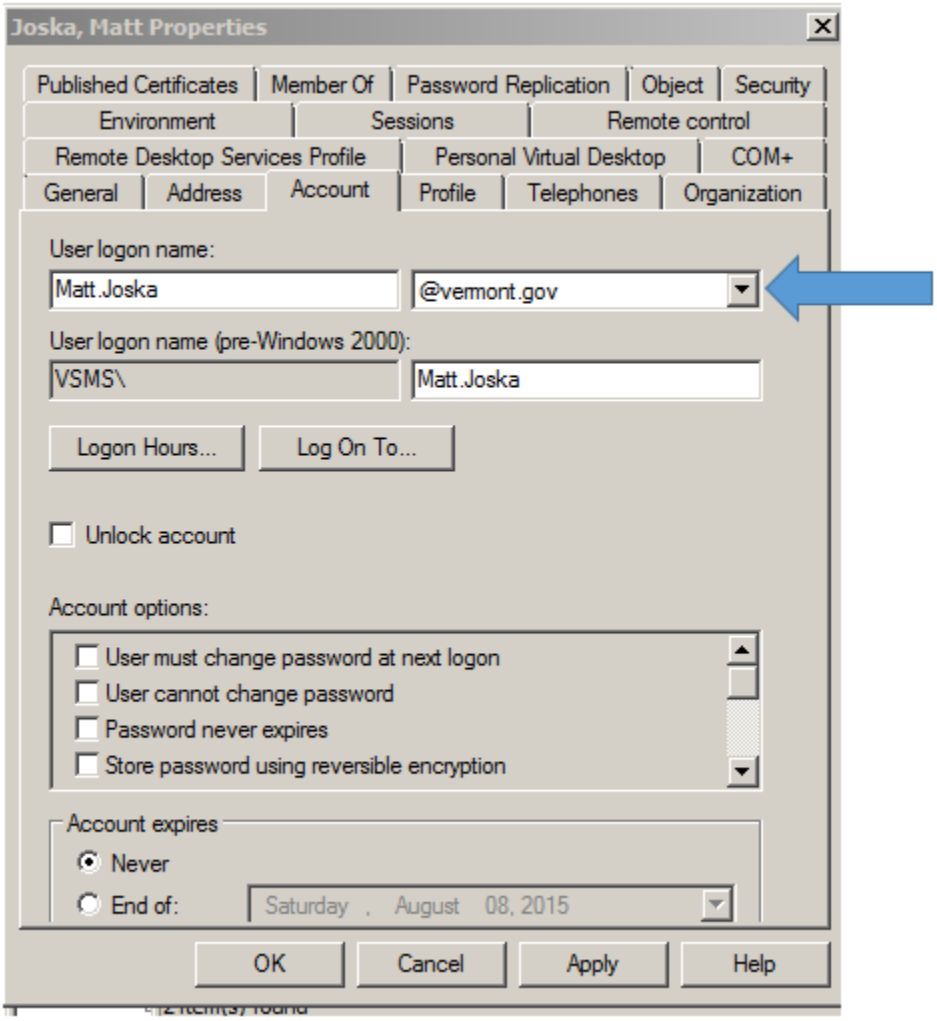
UPN Suffixes Tab:

Under Alternate UPN Suffix, enter: Vermont.gov and Partner.Vermont.gov, select Add



Make VSMS primary:

Account Tab: From dropdown select @vermont.gov or @partner.vermont.gov



To automate switching of users to @Vermont.gov using PowerShell:

See: ForeignDomainUpdateUPN-Wholesale script. (Use at own risk, see disclaimer)

https://inside.vermont.gov/sov/O365/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsov%2fO365%2fShared%20Documents%2fOffice%20365%20Active%20Directory%20Cleanup&FolderCTID=&View=%7b09113937%2d1584%2d443D%2d8ED6%2dC8AF5BA2C68E%7d

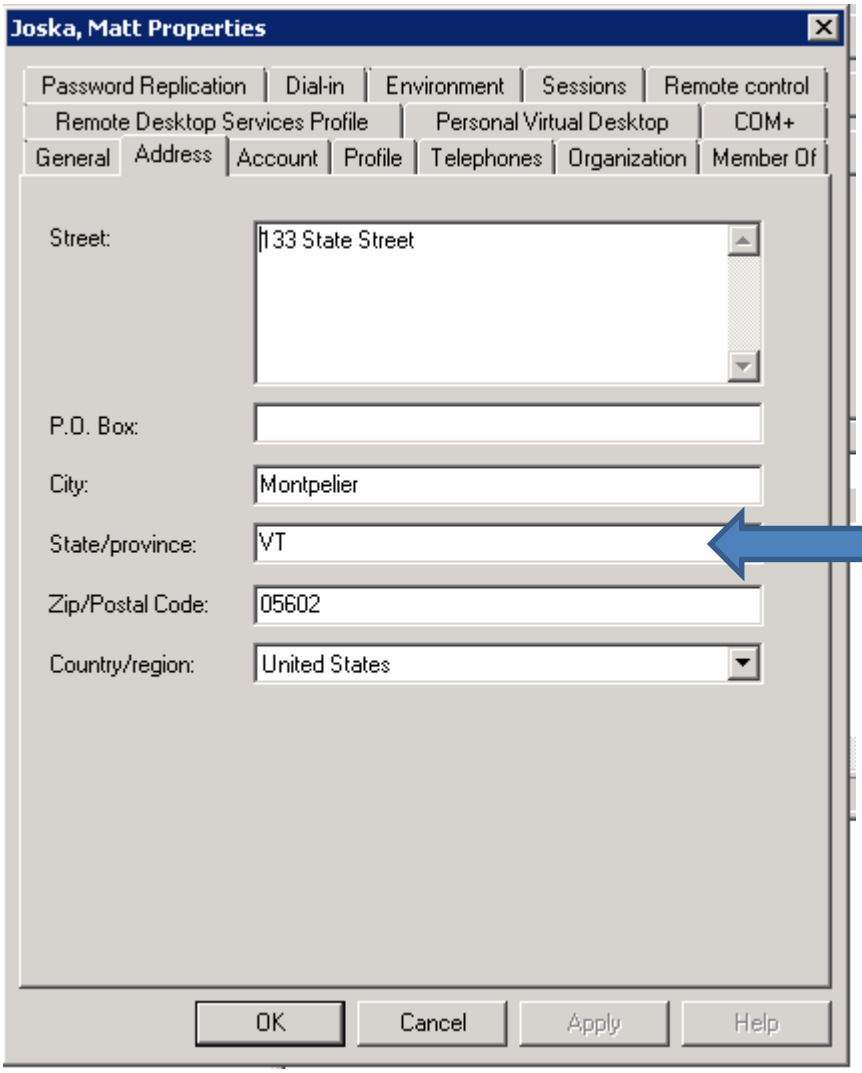
David Fortin can provide an export from exchange/AD in VSMS and a powershell script that can update the attributes of only those accounts that we need to sync.

\\ *David Fortin* \C: *802-839-6262* \ E: *David.Fortin@vermont.gov*

Standards – Nice to Have (Not required)

Address Tab:

The address fields are a “nice to have”.

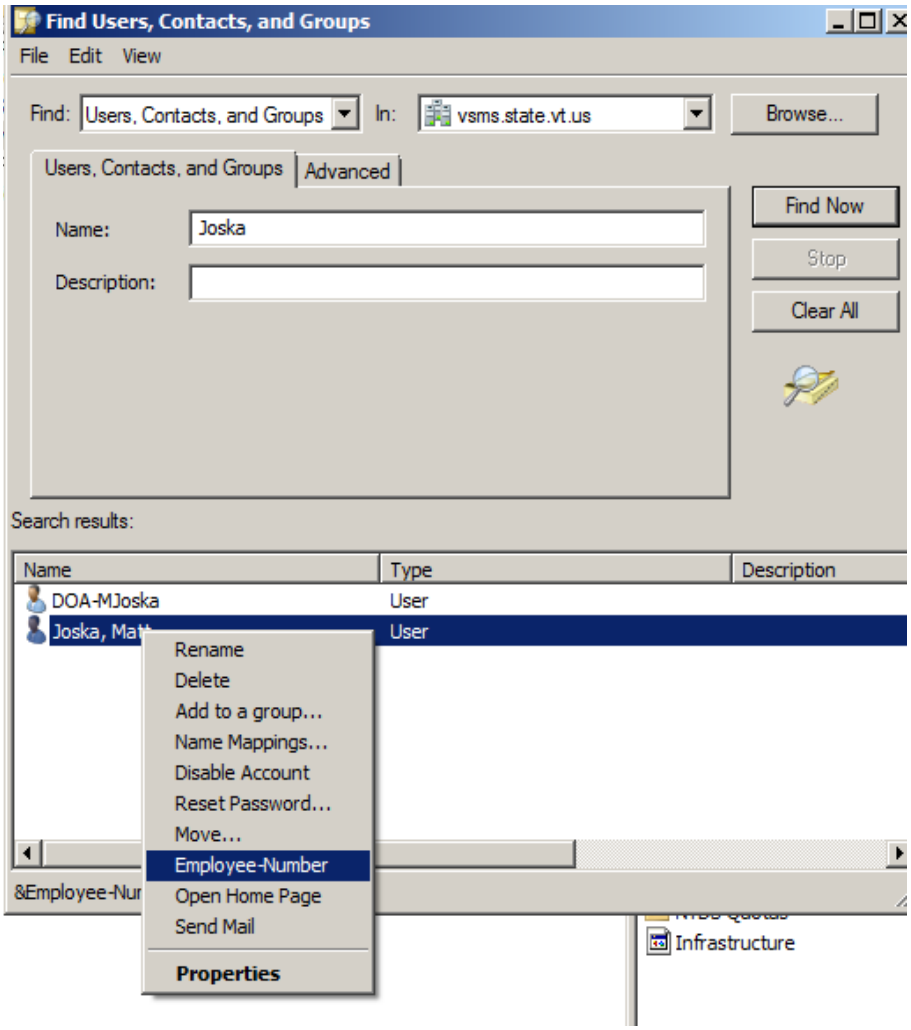


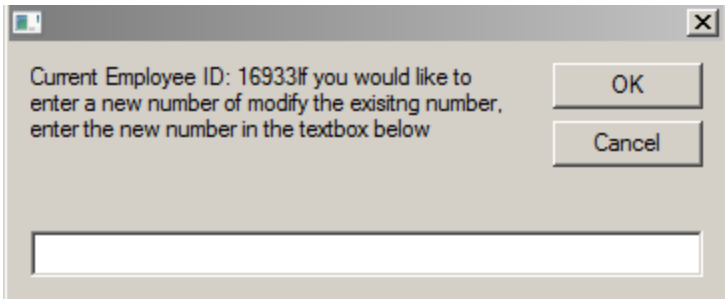
State/Province:
Two letter format

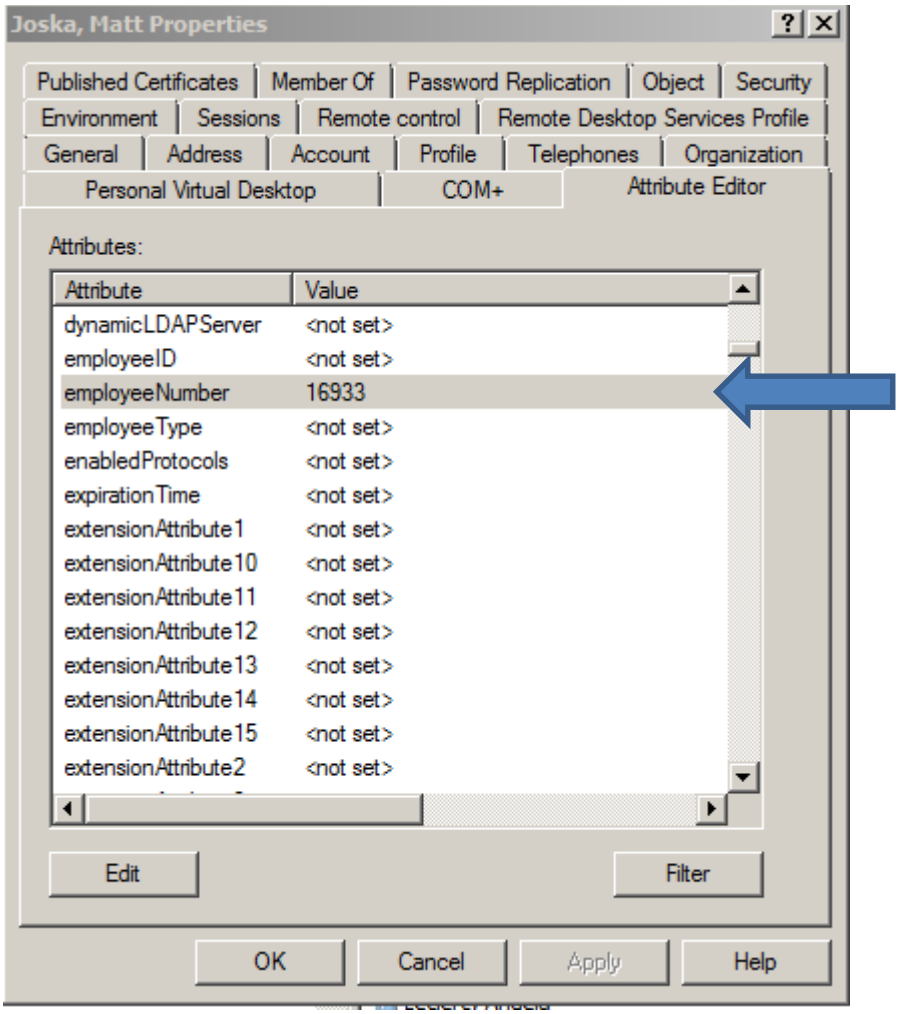
Employee Number:

Note: The Employee is currently not required but may be required at a later date.

Please add the Employee-Number Attribute to User Object:


Find Users, Contacts, and Groups
File Edit View
Find: Users, Contacts, and Groups
In: vsms.state.vt.us
Browse...
Users, Contacts, and Groups
Advanced
Name: Joska
Description:
Find Now
Stop
Clear All
Search results:
Name
Type
Description
DOA-MJoska
User
Joska, Ma
User
Rename
Delete
Add to a group...
Name Mappings...
Disable Account
Reset Password...
Move...
Employee-Number
Open Home Page
Send Mail
Properties
&Employee-Nu
Infrastructure


Current Employee ID: 16933If you would like to enter a new number of modify the exisitng number, enter the new number in the textbox below
OK
Cancel


Joska, Matt Properties
Published Certificates
Member Of
Password Replication
Object
Security
Environment
Sessions
Remote control
Remote Desktop Services Profile
General
Address
Account
Profile
Telephones
Organization
Personal Virtual Desktop
COM+
Attribute Editor
Attributes:
Attribute
Value
dynamicLDAPServer <not set>
employeeID <not set>
employeeNumber 16933
employeeType <not set>
enabledProtocols <not set>
expirationTime <not set>
extensionAttribute1 <not set>
extensionAttribute10 <not set>
extensionAttribute11 <not set>
extensionAttribute12 <not set>
extensionAttribute13 <not set>
extensionAttribute14 <not set>
extensionAttribute15 <not set>
extensionAttribute2 <not set>
Edit
Filter
OK
Cancel
Apply
Help