

**Adding a New User to the server:**

1. Copy H Drive Path – from open folder on desktop
2. Select the Active Directory on the Tool Bar
3. When in Active Directory – Select new User, Fill out the Users info ( Full Name, + Reg # off of their Card into – User Logon Name
4. Select Next button, continue with Password set up (p@sswOrd), Hit NEXT – FINISH
5. Right click on the Name in the active directory – Scroll to properties – Profile TAB
6. Click into Logon Script: login.bat – select Connect --- H Drive – Paste H Drive path
7. Apply
  
8. Home Drive: Computer – local Disk E - find the Number Select and right click – Properties – Security – Advance – Change Permissions
9. Unselect Box: Include inheritable permissions from this objects parent.
10. Then hit remove – Hit all applies and okays through the screens and it will save.