**STANDARD OPERATING PROCEDURES FOR LDAP**

Version 1.1, June 5, 2006

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## Change Record

| Date | Change Author | Version | Description of Major Changes |
|---|---|---|---|
| June 5, 2006 | Craig Fee | 1.1 | Change to escalation path |
| | | | |

## Purpose

This standard operating procedure provides an overview for checking pre-existing LDAP accounts, creating new LDAP account and re-setting passwords.

## Project Overview

### Team

- NIH Help Desk (helpdesk@nih.gov)

- NCICB Application Support
  - Justin Kirby (kirbyju@mail.nih.gov)
  - Kira Bucca (buccak@mail.nih.gov)
  - Tanika Day (dayt@mail.nih.gov)
  - Shanell Gray (graysha@mail.nih.gov)

### URLs

iManager

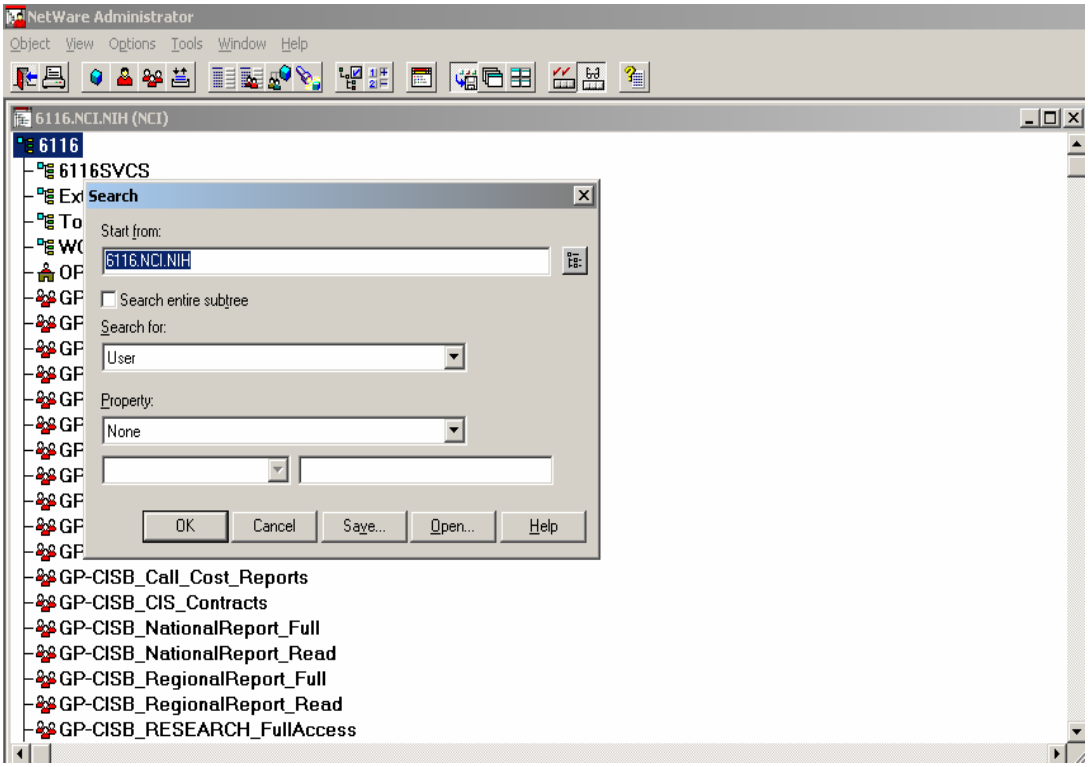
- https://ncizfs01.nci.nih.gov:2200/eMFrame/webacc?taskId=fw.AuthenticateForm&merge=fw.AuthForm

## Common Issues

### LDAP account search

1. Double click my computer

2. Double click on the Z:\ Drive
3. Double click WIN32
4. Double click nwadmn32 application (opens up Netware Administrator)
5. Go up to Toolbar, all the way to the left is object, select it and scroll down to search




6. Start from field should say NIH (you can delete the beginning part of the line or just type NIH)
7. Click check box for search entire subtree
8. Search for field should be left as User
9. Change Property field to say Last Name (You can either start typing last name or scroll down list)
10. Drop down box under the Property field will default to Equal to
11. In the box to the right type in the individuals last name, then click ok
12. A list of names will populate, look through the list to see if the individual you're looking for is there.
13. If the individual is on the list they already have an LDAP account
14. You can double click the name and a box will pop up, here you can verify full first name and last name
15. If you click on Group membership you will see a list of which groups/accounts they have

16. If the user is not on the list then an LDAP needs to be created. Review the section of the SOP titled "Creation of LDAP Accounts."

## Creation of LDAP Accounts

This assumes that the account has been approved by the appropriate person and that the user does not already have an LDAP account. Refer to individual SOPs for approval processes.

1) Compile the needed information for the account to be created
   a. First Name *
   b. Last Name *
   c. E-mail Address *
   d. Phone Number *
   e. Street Address
   f. Group/Purpose *

   * Required information

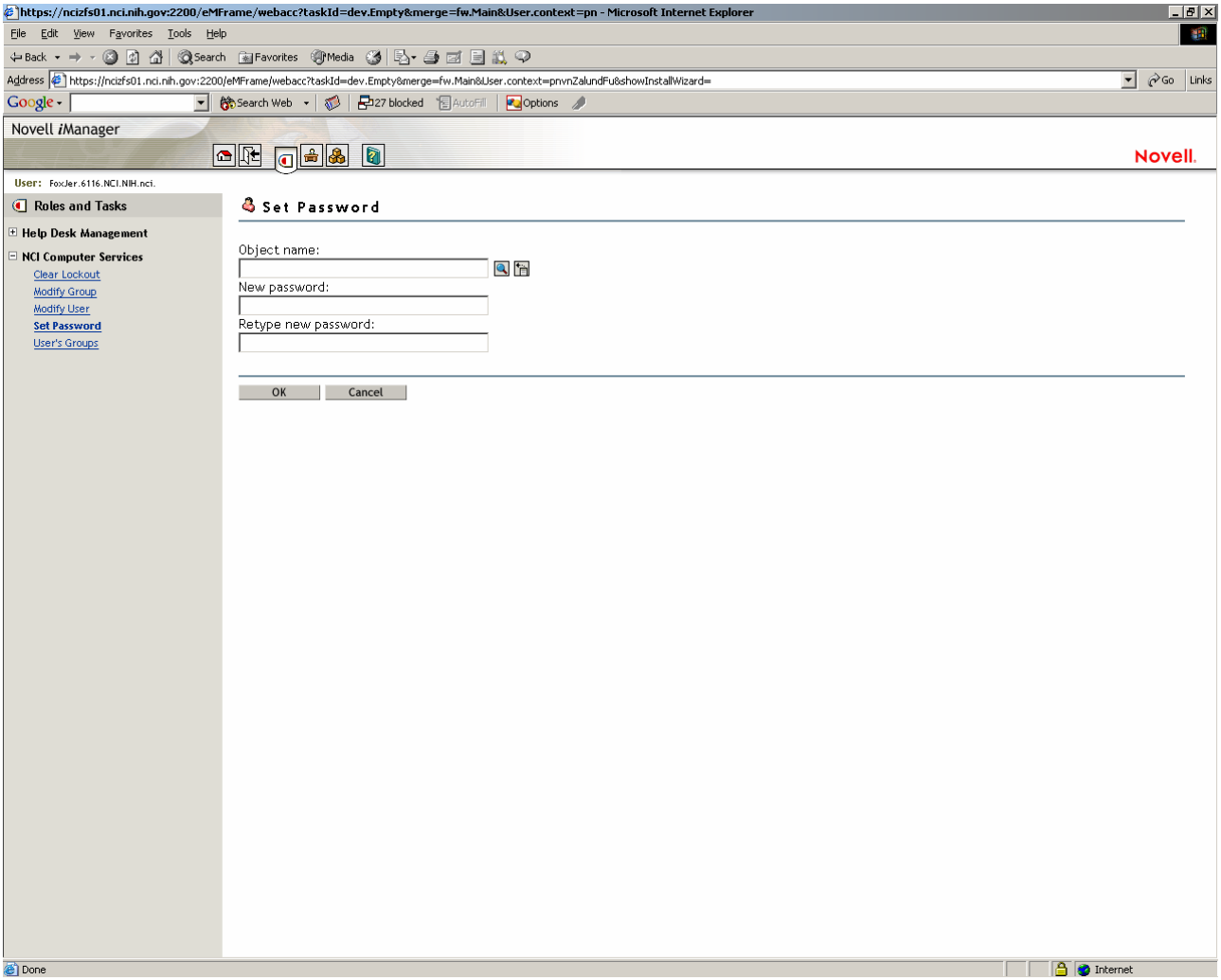
2) Enter this information in the .oft document found on TWiki at: http://hcadmin1.nci.nih.gov/twiki/bin/view/Appsupport/LDAP

3) Send the document to the NIH Help Desk (helpdesk@nih.gov) for account creation

4) Once the accounts have been completed, we will receive an e-mail from the NCI Network Team letting us know that the account ha been created.

5) Continue on with processing your SW tickets as directed in their individual SOPs.

## How to reset a password:

1. First make sure to use Internet Explorer.
2. Got to website: https://ncizfs01.nci.nih.gov:2200/eMFrame/webacc?taskId=fw.AuthenticateForm&merge=fw.AuthForm, click ok when it prompts you for security.
3. Enter your username and password, Context should be: 6116.nci.nih, Tree is: nci, click ok
4. Go to the choice on the left and select NCI Computer Services
5. Select set password
6. Object name would be: username(LDAP).[context].nci.nih (an example for the context would be ext for off campus. We are 6116. Click ok.
7. Then type in new password. Then re-type this password and click ok.

## Password Reset