	Création de compte	FRANCAIS Benjamin
BURGER		
	Création des comptes des nouveaux collaborateurs	2B-SISR

Création de compte

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Procédure création de comptes :

Création du compte dans l'AD :

Pour commencer, nous créons le compte dans l'AD :

1. On créer dans l'OU associé :



2. On rentre les informations :

Creat	e in:	/BK_USERS/HQ/BK	
First name:	Benjamin	Initials:	
Last name:	FRANCAIS	;	
Full name:	Benjamin FRANCAIS		
User logon name	c.		
b.francais		@bkfservices.fr ~	
User logon name	pre-Windows 2	000):	
		francab	

3. Et on rentre un mot de passe générique afin de pouvoir accéder au compte pour la configuration de l'ordinateur et qui sera changé à l'arrivée du collaborateur.

4. On ajoute les informations manquantes comme la date d'expiration du compte, son numéro et se fonctions.

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5. Et les groupes qui permettront des accès à des fichiers sur les serveurs réseaux.

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Name Active Directory Domain Services Folder BK SIEGE BKF-Forcepoint BKF-GLPI-SUPP BKF-GLPI-SUPP BKF-InWebo BKF-Pulse-Users BKF-SQ-FILE-PA BKF-SG-FILE-PA BKF-SG-FILE-PA BKF-SG-FILE-PA BKF-SG-FILE-PA BKF-SG-FILE-PA BKF-SG-FILE-PA BKF-SG-FILE-PA Primary group: Domain Users Set Primary Group There is no need to change Primary group u you have Macintosh clients or POSIX-comp applications.	
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Configuration du compte AzAD :

- 1. Il faut désormais attendre que la synchronisation entre l'AD et AzAD soit faites afin de créer automatiquement le compte en ligne.
- 2. Une fois le compte créé en ligne, on utilise un script afin d'ajouter les groupes en ligne :

🖳 Ajout d'utilisateur aux groupes				—		\times
	BU	INGER				
Adresse email de l'utilisateur :						
Sélectionnez les groupes génériques :						
SiegeExterne			Г	RestoCom	npagnie	
SiegeInterne	🔲 Dir		Г	RestoFran	nchise	
	Franchis	es				
Sélectionnez un service :						
						•
Services sélectionnés :						
						-
						<u>ه</u>
Ajouter Service			Ajouter	à l'utilisate	eur	Ŧ

Configuration Webex :

- 1. On accède à la console d'administration
- 2. Le compte est créé automatiquement grâce à l'ajout d'un groupe dans l'AzAD

3. On attribue un numéro libre :

Étape 4 : Configuration des appels - Attribuer des numéros					
* Fournissez au moins un numéro de te	éléphone ou un numéro de poste				
Emplacement * SIEGE	2				
Prénom/nom	Adresse Électronique *	Numéro De Téléphone *	Extension *		
		6670 🗸	6670		