

# Active Directory (AD) Account Review Job Aid

## Background

The [NIH Account Life Cycle Policy](#) requires the annual review of all computer accounts “to substantiate the continued need for the rights and privileges of the account.” NED v2.7 offers AO Sponsors the ability to review NIH Active Directory (“AD”) accounts in NED annually and take the appropriate action based on whether users still need their account. This provides a standard and auditable reauthorization process across the NIH.

## Process Overview

Overview of NED support for the NIH Account Life Cycle Policy requirement for annual AD account review:

- AO Sponsors must review AD accounts in NED annually and take the appropriate action (e.g., reauthorize or deauthorize) based on whether people still need an account.
- AD accounts are eligible for review 30 days prior to the one-year anniversary of previous sponsorship or reauthorization.
- If not reauthorized by an AO Sponsor, NED deauthorizes an AD account the day after the one-year anniversary date of previous sponsorship or reauthorization.
- Deauthorization of an AD account by an AO Sponsor results in the immediate disabling of the account by the NIH provisioning system.

## How to Review AD Accounts

**Step 1:** Login to NED (<https://ned.nih.gov/ned>) using your HHS ID badge (“PIV card”).

**Step 2:** The “Welcome to NED” page displays the total number of AD accounts currently eligible for review based on your primary SAC coverage. For example, Figure 1 below indicates that there are 3 AD accounts eligible for review by the AO sponsor. Accounts become eligible for review 30 days prior to the one-year anniversary of the last sponsor/reauthorization date.

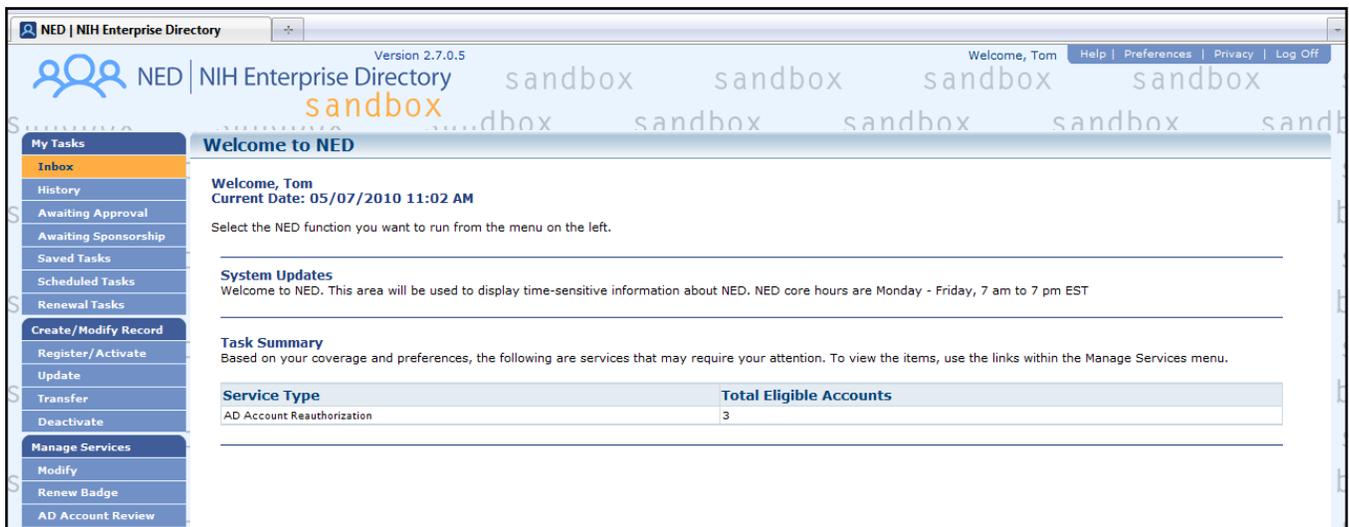


Figure 1: Welcome to NED page

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**Step 3:** Select “AD Account Review” under the Manage Services menu. NED generates a list of people whose AD accounts are eligible for review based on your primary SAC coverage (see Figure 2 below). NED sorts the list first by “Classification,” then by “Days Remaining.” A “Provisioning Action” drop down list appears at the bottom of the page. The default provisioning action is “Reauthorize.” Expand the list to display a “Deauthorize” option.

The screenshot shows the NED | NIH Enterprise Directory interface. The main content area is titled "Manage AD Account Provisioning" and includes a sub-header "AD Accounts Eligible for Reauthorization". Below this is a table with the following data:

NIH ID	SAC	Name	Has PII	Classification	Company	NTE	Days Remaining	Expiration	Last Login	Comments
<input type="checkbox"/> 0011264393	HNC17C	McBrien, Mary Katherine	Y	Contractor	Kelly Services	N/A	15	05-21-2010	01-30-2010	
<input type="checkbox"/> 0012207138	HNC17C6	Weiss, Heather A	Y	NIH FTE - including GS, SES, Title 42, etc.		N/A	5	05-11-2010	01-29-2010	
<input type="checkbox"/> 0014335554	HNC177	Jarosik, Jessica Lynne	Y	NIH FTE - including GS, SES, Title 42, etc.		04-13-2010	6	05-13-2010	02-01-2010	

Below the table, the "Provisioning Action" dropdown is set to "Reauthorize". There are "Cancel Task" and "Next" buttons at the bottom right.

Figure 2: Individuals Eligible for AD Account Review

**Step 4:** Select the people for whom you wish to perform an account provisioning action (e.g., reauthorize or deauthorize the account) by checking the box appearing to the left of a person’s NIH ID number. Multiple boxes may be individually checked and clicking on “Select All” selects all names on the list. (Removing the check from the box after “selecting all” deselects all names.)

### (Option 1) To reauthorize AD accounts

**Step 5:** Select provisioning action “Reauthorize” and click the “Next” button to proceed to the “Confirm Account Provisioning Action” page (see Figure 3 below).

**Step 6:** Review the list to verify you have selected the desired records for AD account reauthorization. To modify the list, click the “Previous” button to return to the “Manage AD Account Provisioning” page.

**Step 7:** Check the “I Agree” box to substantiate that the people selected require continued use of their AD account.

**Step 8:** Click the “Submit” button to update the selected records and return to the list of eligible records or the “Submit & Done” button to update the selected records and exit the task.

### (Option 2) To deauthorize AD accounts

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**Step 5:** Select provisioning action “Deauthorize” and click the “Next” button to proceed to the “Confirm Account Provisioning Action” page (see Figure 3 below.)

**Step 6:** Review the list to verify you have selected the desired records for AD account deauthorization. To modify the list, click the “Previous” button to return to the “Manage AD Account Provisioning” page.

**Step 7:** Click the “Submit” button to update the selected records and return to the list of eligible records or the “Submit & Done” button to update the selected records and exit the task.

**(Important Note: step 7 cannot be “undone”. Inadvertently deauthorized AD accounts would need to be requested again using “Modify” under the Manage Services menu and sponsored in order to restore AD account access.)**

Version 2.7.0.5

Welcome, Tom | Help | Preferences | Privacy | Log Off

### Confirm Account Provisioning Action

The following accounts will be updated. Click "Previous" to modify your selection. Click "Submit" to update the selected records and provision more records. Click "Submit & Done" to update the selected records exit the task.

#### Reauthorize Accounts

NIH ID	SAC	Name	Has PII	Classification	Company	NTE	Days Remaining	Expiration	Last Login
0011264393	HNC17C	McBrien, Mary Katherine	Y	Contractor	Kelly Services	N/A	15	05-21-2010	01-30-2010

I agree to sponsor this Applicant for an NIH Network Account. I certify that the individual(s) selected for reauthorization continue to need an NIH network account in order to perform their NIH work responsibilities

\*I Agree:

Previous Submit Submit & Done

Figure 3: Confirm Account Provisioning Action

### Where to Get Additional Help

For additional information or assistance with AD Account Review or other NED capabilities, please contact the NIH IT Service Desk online at <http://itservicedesk.nih.gov> or call 301-496-HELP.