



## **Virto Create & Clone AD User Web Part for Microsoft SharePoint**

**Release 3.1.4**

**Installation and User Guide**

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# Virto Create & Clone AD User Web Part for Microsoft SharePoint

## Key Features

| Features   | Version |
|--|---------|
| Creating AD users with a simple web part form                            | 1.0.0   |
| Creating SharePoint users' accounts                                      | 1.0.0   |
| Cloning users and predefining fields                                     | 1.0.0   |
| Selecting SharePoint groups who are allowed to create and clone AD users | 1.0.0   |
| Selecting organizational units while creation of a user                  | 1.0.0   |
| Selecting SharePoint group while creation of a user                      | 1.0.0   |
| Integration Virto AD User Service  | 1.1.0   |
| Sending e-mail to user after creating                                    | 1.1.0   |

## System Requirements

### Operating System

Microsoft Windows Server 2003, 2008, 2012

### Server

SharePoint Release 2013:

- Microsoft Windows SharePoint Foundation 2013 or Microsoft Office SharePoint Server 2013;
- Microsoft .NET Framework 4.5;

SharePoint Release 2010:

- Microsoft Windows SharePoint Foundation 2010 or Microsoft Office SharePoint Server 2010;
- Microsoft .NET Framework 3.5;

SharePoint Release 3:

- Microsoft Windows SharePoint Services v3 or Microsoft Office SharePoint Server 2007;
- Microsoft .NET Framework 3.5;

**Note:** This product is not compatible with SPS 2003 and WSS v2.

### Browser

Microsoft Internet Explorer 7 or higher.

## Installation and Activation

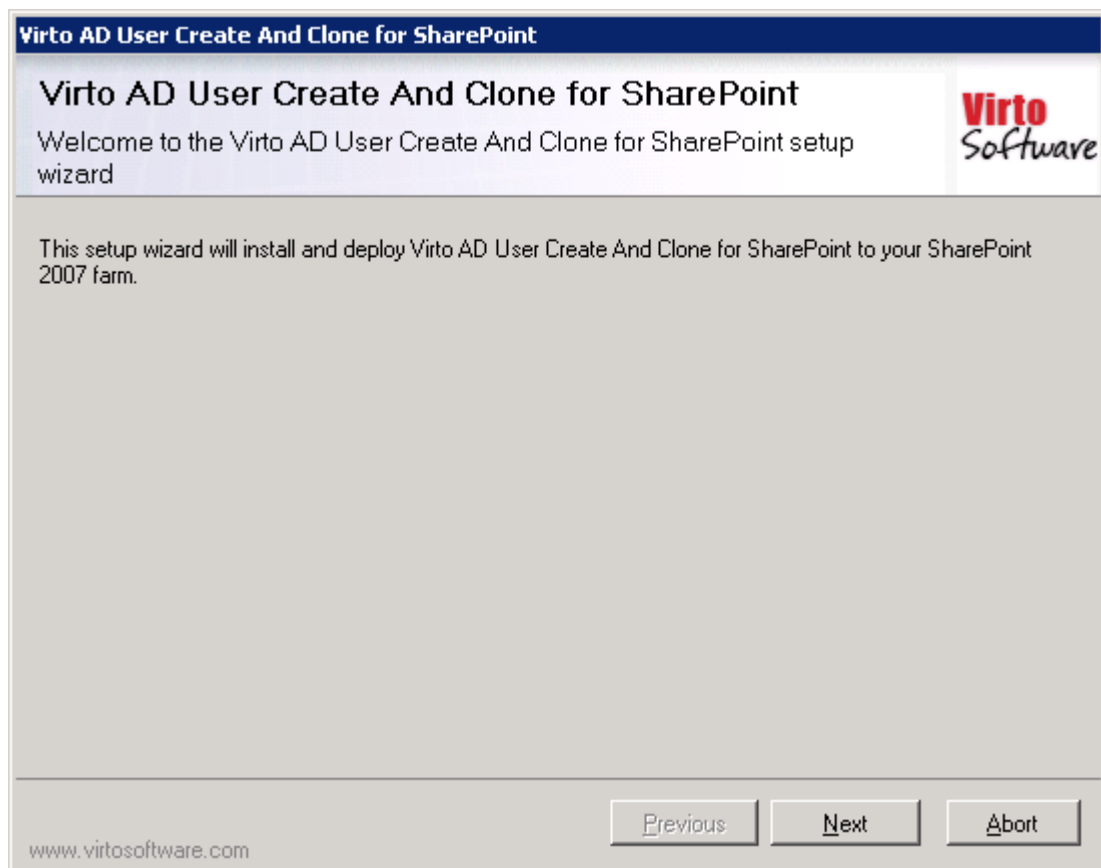
This section describes how to install, upgrade, uninstall, or contact Support for the Virto SharePoint Create & Clone AD User Web Part.

### Installing Virto SharePoint Create & Clone AD User Web

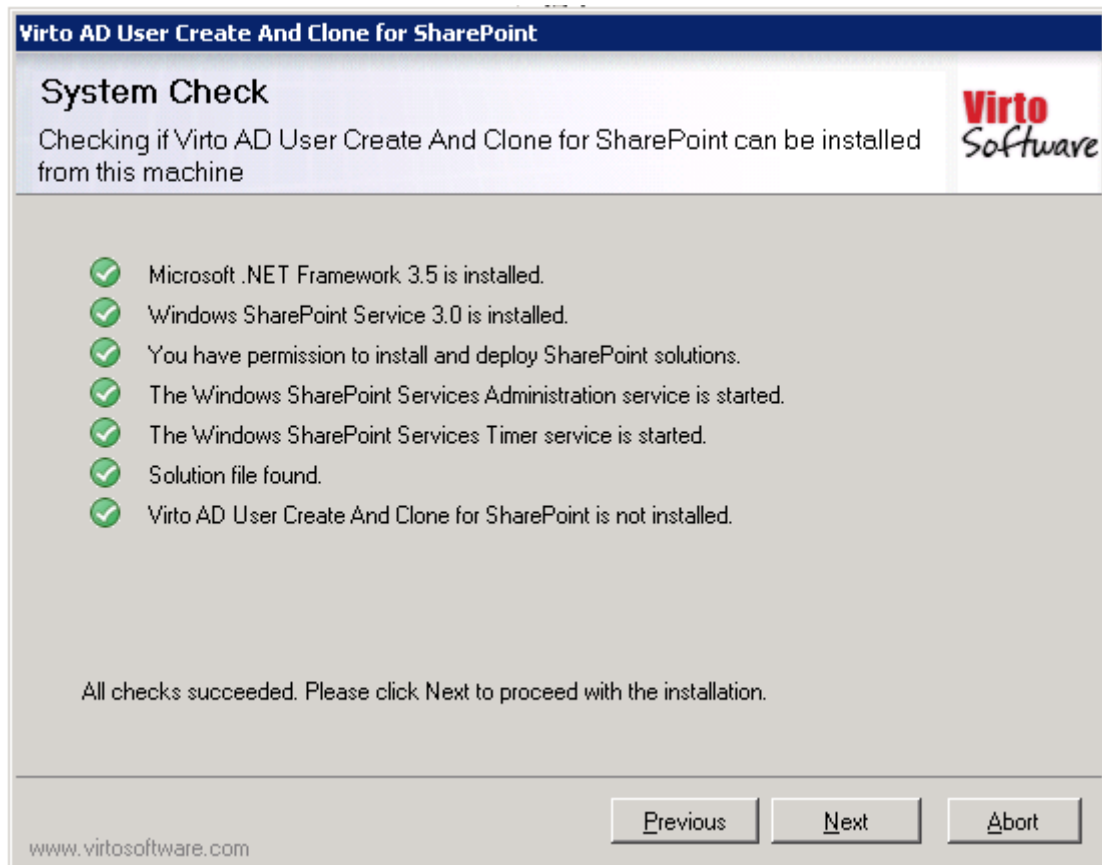
Before you begin, you need to make sure you have access to the server and your account must have the appropriate administrative privileges to install applications.

To access the Virto Create & Clone AD User Web Part Setup program download **Virto.SharePoint.20XX.ADUserCreateClone.zip** file and unzip it. Open unzipped folder and run extracted Setup.exe file.

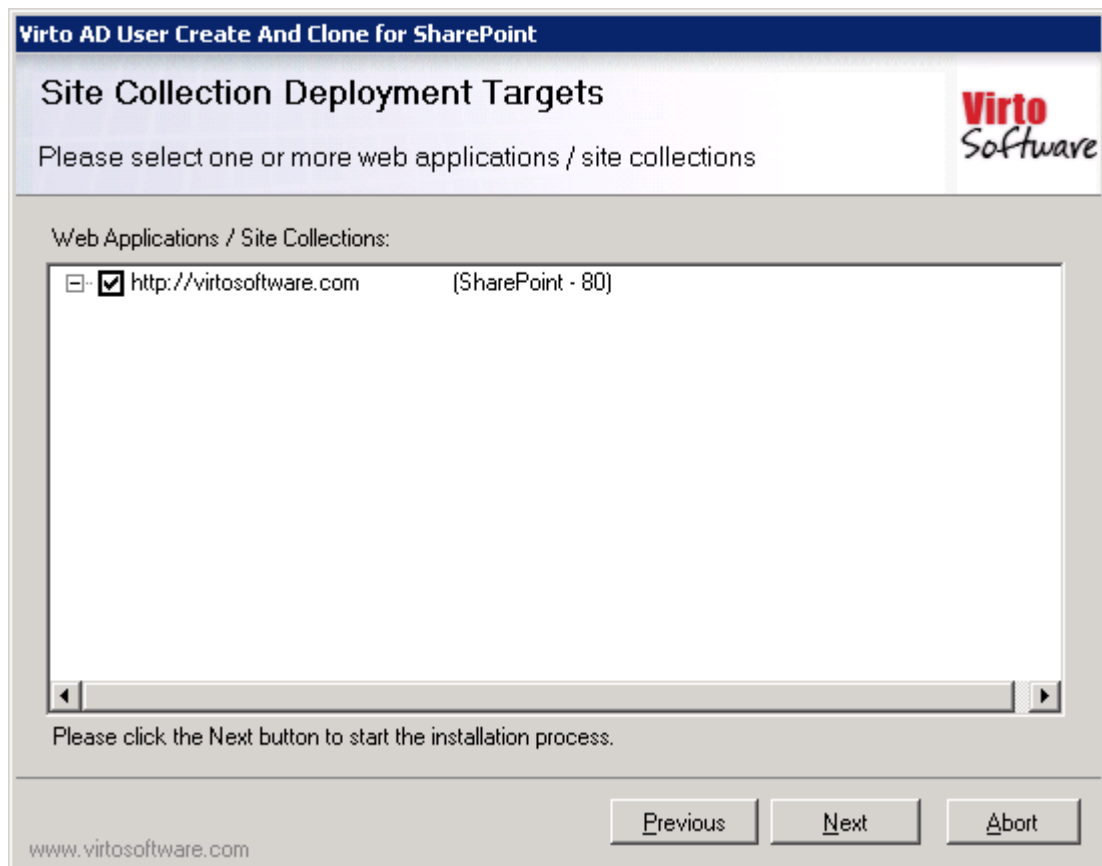
The setup wizard window will appear.



Virto SharePoint Create & Clone AD User Web Part setup wizard performs a system check prior to the installation. All the system checks must be completed successfully in order to proceed with the installation. After the checks have completed, click "Next".

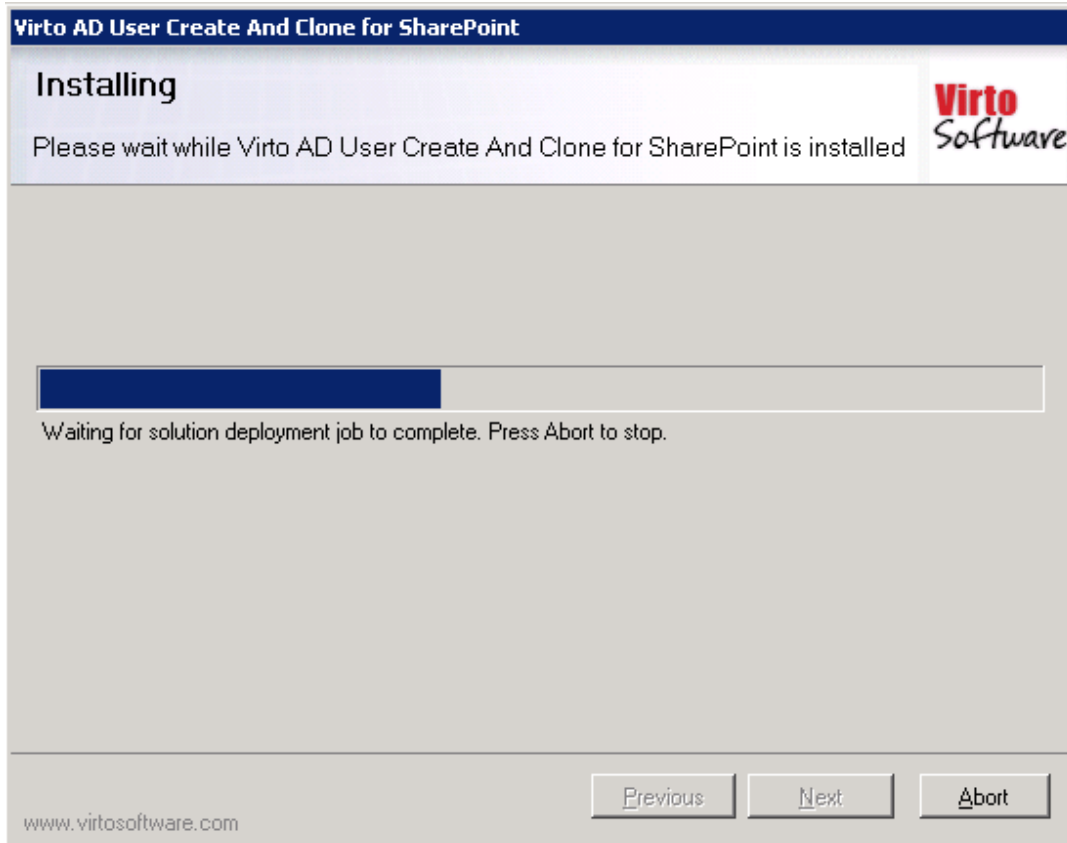


Check “I accept the terms in the License Agreement” and click “Next”.

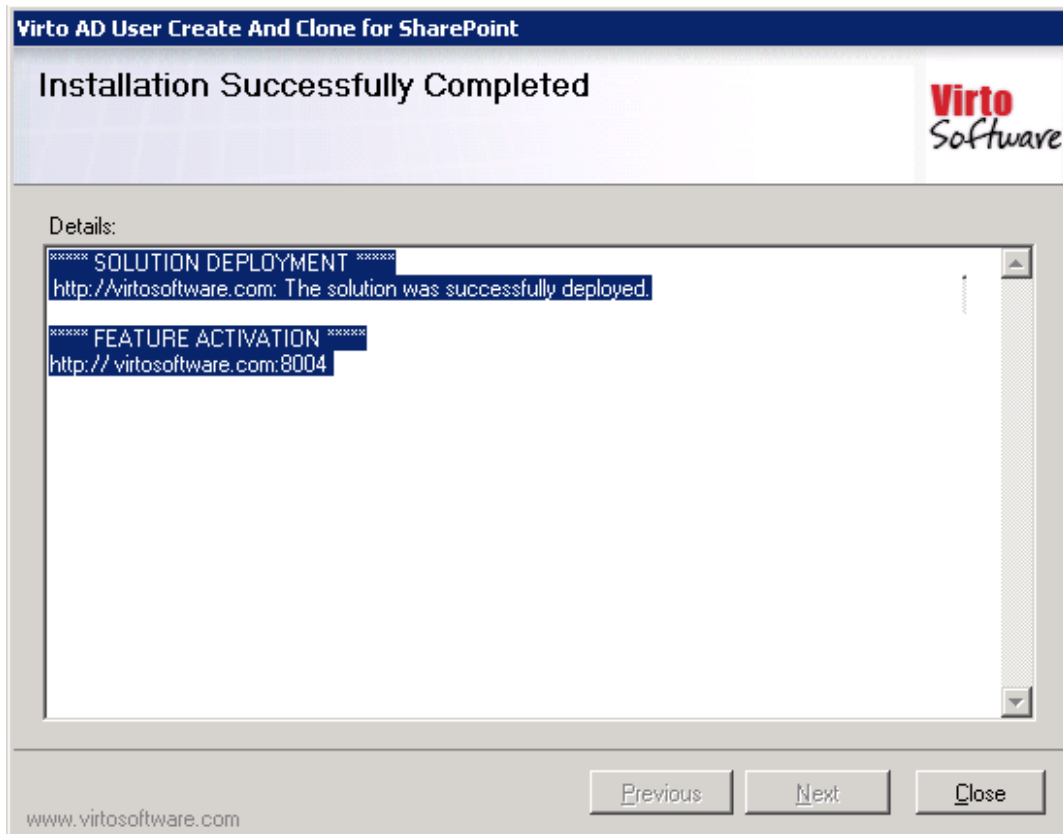


Select the web application(s) where you want to install the product.

**Warning:** You must be logged in to the SharePoint server with a Site Collection Administrator account to automatically activate this feature.



Then click "Next".



Click “Close” to complete the installation.

**Note:** installation procedure is similar for SharePoint 2007, 2010 and 2013 versions.

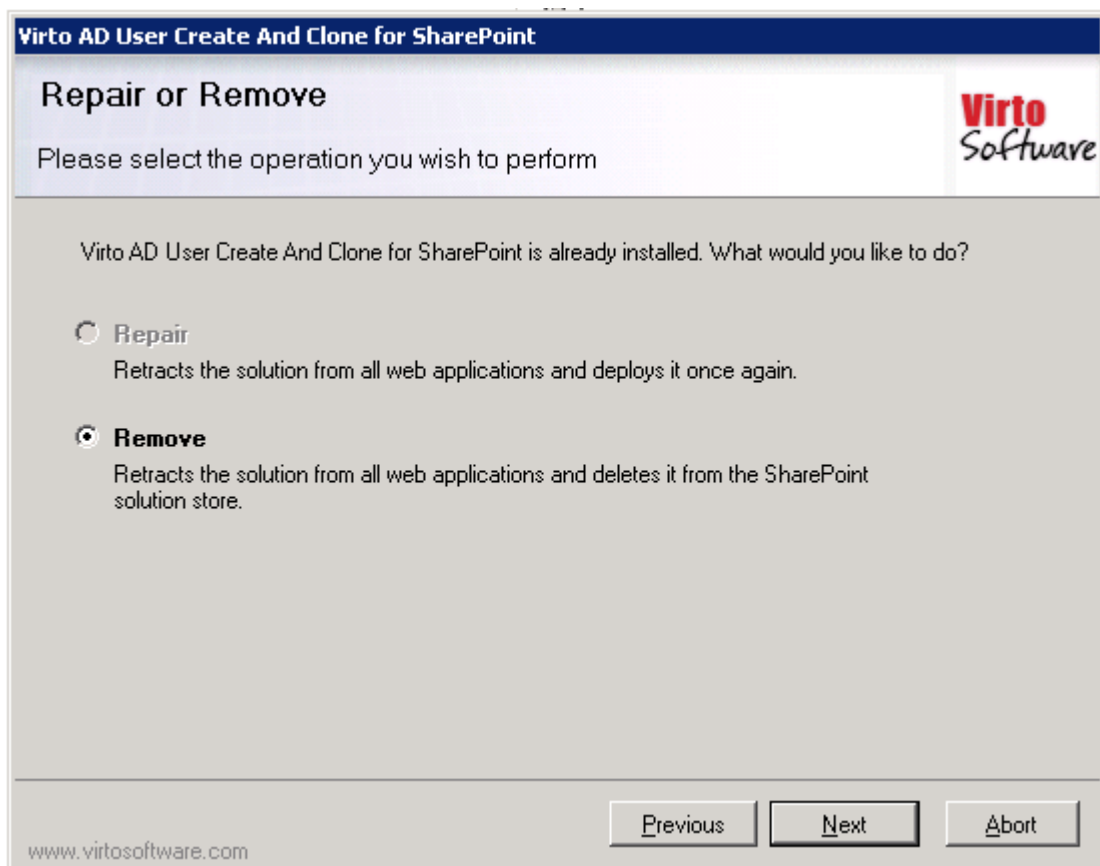
## License Activation

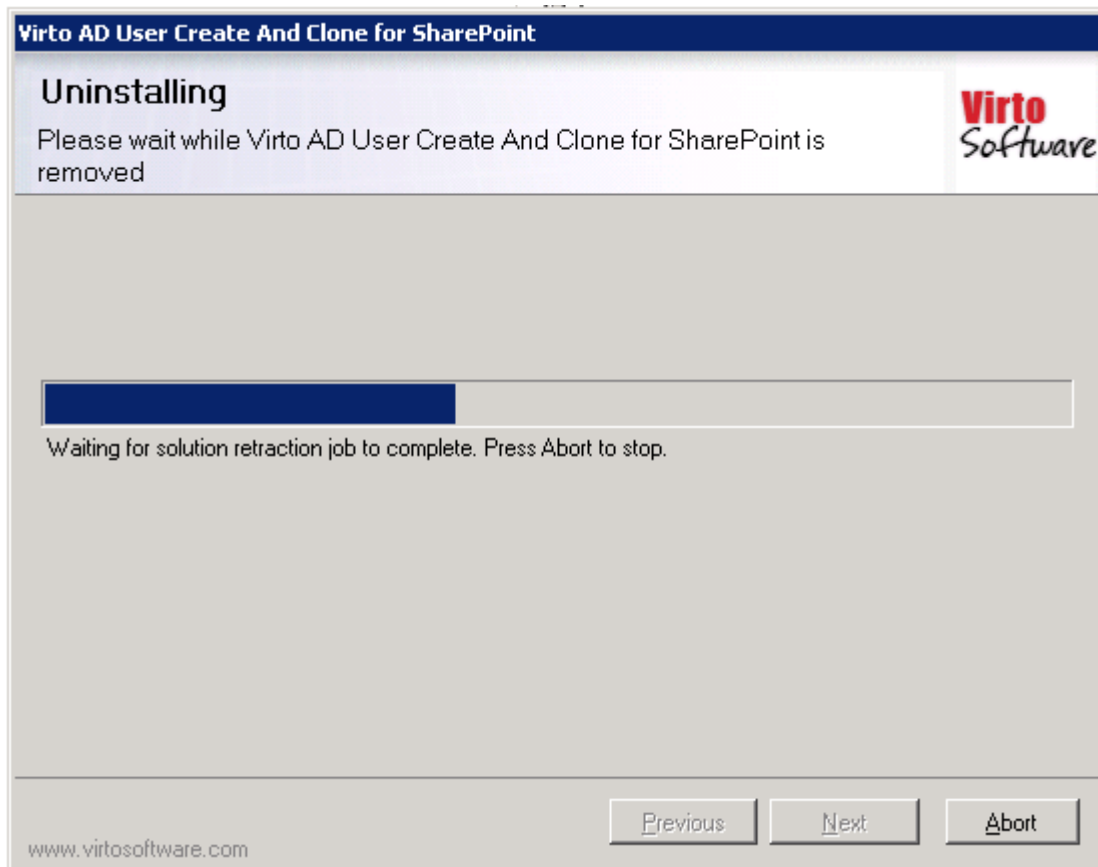
To see full instruction for successful activation of your component, please download “Virto License Manager” PDF instruction from [Downloads](#) section of our site or read it in [Wiki](#).

## Uninstalling Virto Create & Clone AD User Web Part

To uninstall the Web Part:

1. Double click the Setup.exe extracted from downloaded **Virto.SharePoint.20XX.ADUserCreateClone.zip** file.
2. The program performs the system checks again. Once that has successfully completed, the program prompts you to Repair or Remove the solution. Select Remove, and click “Next”.





## Upgrading Virto Create & Clone AD User Web Part

If you already use Virto Create & Clone AD User Web Part and need to upgrade it to the latest version, download the.zip file from <http://www.virtosoftware.com>. Unzip the file and run setup.exe as it is described in the *Installing Virto Create & Clone AD User Web Part* section.

**Note: it is highly recommended to exit License Manager before upgrading. If you need to use License Manager, run it after upgrading.**

On the step 3 you will check the box "Upgrade" and click "Next".

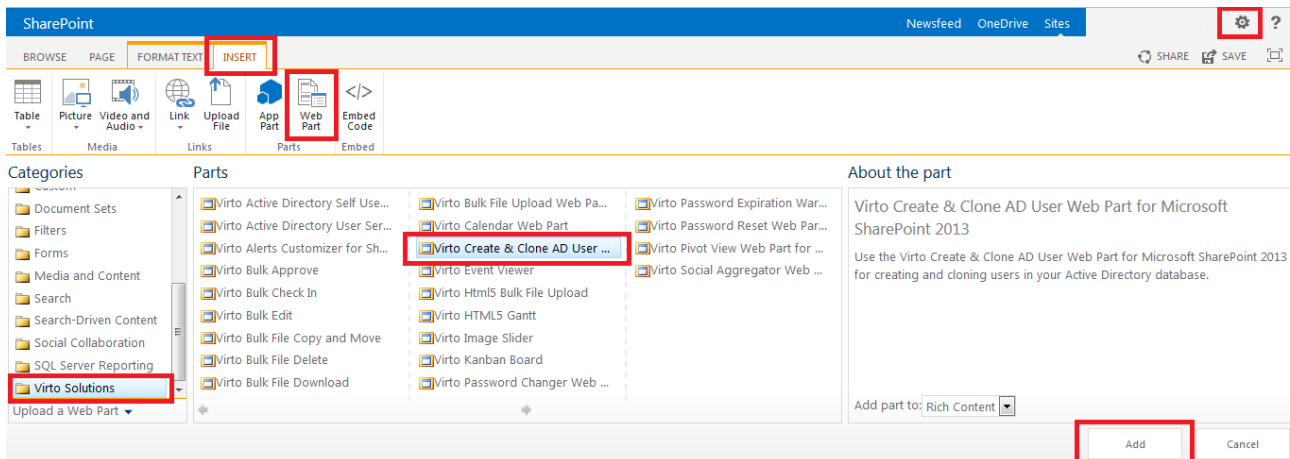
**Note:** if you had activated the license while installing the previous Virto Create & Clone AD User Web Part version, you do not need to activate it now.

## Adding Web Part to a Page

After installation you need to add the web part to the page.

Go to "Edit Page". Then click "Add Web Part". Select Virto Create & Clone AD User Web Part and click "Add".





## Virto Create & Clone AD User Web Part Adjustment

Click “Edit web part” to start web part adjustment.

The block of settings for Virto Create & Clone AD User Web Part will be displayed.

Virto Create & Clone AD User Web Part for Microsoft SharePoint 2013

Virto AD User Create & Clone Se...

AD connection settings

Domain name  
virtosoftware

User name  
admin

Password  
.....

Sharepoint user groups allowed to create & clone active directory users

- Approvers
- Designers
- Excel Services Viewers
- Hierarchy Managers
- Quick Deploy Users
- Restricted Readers
- Style Resource Readers
- Team VirtoSoftware Members
- Team VirtoSoftware Owners
- Team VirtoSoftware Visitors
- Translation Managers

## AD Connection Settings

Enter required domain name user name and password to connect to active directory.

Virto AD User Create & Clone Se...

AD connection settings

Domain name  
virtosoft

User name  
admin

Password  
\*\*\*\*\*

## Groups Allowed to Create and Clone AD Users

Check the boxes opposite groups of SharePoint users who will be able to create and clone AD users.

Sharepoint user groups allowed to create & clone active directory users

- Approvers
- Designers
- Excel Services Viewers
- Hierarchy Managers
- Quick Deploy Users
- Restricted Readers
- Style Resource Readers
- Team VirtoSoftware Members
- Team VirtoSoftware Owners
- Team VirtoSoftware Visitors
- Translation Managers

## New/Cloned User Options

Check the box **“Enable user account”** to make a user active when he is created. (New users are inactive by default and require administrator’s activation).

Check the box **“Require password change on next logon”** if you require that user must change his password set when he logon next time to SharePoint site.

Check the box **“Password never expires”** if you require permanent passwords for users without the need to change passwords because of their expiration.

Check the box **“Send e-mail to user after account creating”** to allow sending e-mails to users after their accounts are created. Type the text of e-mail message with special tokens.

New/cloned user options

- Enable user account
- Require password change on next logon
- Password never expires
- Send e-mail to user after account creating

Type here e-mail text. Use tokens '{0}' and '{1}' for inserting user login name and password.

Your account has been created. Your login name is {0}, your password is {1}.

## User Cloning Settings

Hold “Ctrl” and select users that can be cloned with the web part.

User cloning settings

- Allow clone users

Select users for cloning

- John Holiday
- Maurice Prather
- Matthew McDermott
- Keith Moon
- Spencer Reed
- Scot Hillier
- Bernie Madeoff
- Andrew Connell
- Chandler Bing
- Wilson Picket
- Ted Pattison
- David Mann
- Gary Lapointe
- Ken Sanchez
- John Brown
- John Brooks

Then define fields that will be allowed for cloning (separated with “Enter”).

AD fields for cloning

company  
mobile  
mail

## Active Directory and SharePoint User Group Settings

You can allow adding users to organizational units and SharePoint groups while creation.

Check the box “**Allow user adding to selected active directory organizational units**” if you want to allow adding created or cloned users to organizational units and select groups that will be available for selection.

Active directory organizational units settings

Allow user adding to selected active directory organizational unit

Available active directory organizational units

- Domain Controllers
- Demo2013 VirtoSoftware Service Accounts
- virto users
- Demo 2013 Service Accounts
- Demo Users

Security groups settings

Allow user adding to AD security groups

Available AD security groups

|  |   |
|--|---|
| <input type="checkbox"/> WinRMRemoteWMIUsers_                | <input type="checkbox"/> Group Policy Creator Owners              |
| <input checked="" type="checkbox"/> Administrators           | <input type="checkbox"/> RAS and IAS Servers                      |
| <input checked="" type="checkbox"/> Users                    | <input type="checkbox"/> Server Operators                         |
| <input checked="" type="checkbox"/> Guests                   | <input type="checkbox"/> Account Operators                        |
| <input checked="" type="checkbox"/> Print Operators          | <input type="checkbox"/> Pre-Windows 2000 Compatible Access       |
| <input type="checkbox"/> Backup Operators                    | <input type="checkbox"/> Incoming Forest Trust Builders           |
| <input type="checkbox"/> Replicator                          | <input type="checkbox"/> Windows Authorization Access Group       |
| <input type="checkbox"/> Remote Desktop Users                | <input type="checkbox"/> Terminal Server License Servers          |
| <input type="checkbox"/> Network Configuration Operators     | <input type="checkbox"/> Allowed RODC Password Replication Group  |
| <input type="checkbox"/> Performance Monitor Users           | <input type="checkbox"/> Denied RODC Password Replication Group   |
| <input type="checkbox"/> Performance Log Users               | <input type="checkbox"/> Read-only Domain Controllers             |
| <input type="checkbox"/> Distributed COM Users               | <input type="checkbox"/> Enterprise Read-only Domain Controllers  |
| <input type="checkbox"/> IIS_IUSRS                           | <input type="checkbox"/> Cloneable Domain Controllers             |
| <input type="checkbox"/> Cryptographic Operators             | <input type="checkbox"/> Protected Users                          |
| <input type="checkbox"/> Event Log Readers                   | <input type="checkbox"/> DnsAdmins                                |
| <input type="checkbox"/> Certificate Service DCOM Access     | <input type="checkbox"/> DnsUpdateProxy                           |
| <input type="checkbox"/> RDS Remote Access Servers           | <input type="checkbox"/> HelpLibraryUpdaters                      |
| <input type="checkbox"/> RDS Endpoint Servers                | <input type="checkbox"/> SQLServer2005SQLBrowserUser\$DEMO2013    |
| <input type="checkbox"/> RDS Management Servers              | <input type="checkbox"/> SQLServerMSASUser\$DEMO2013\$MSSQLSERVER |
| <input type="checkbox"/> Hyper-V Administrators              | <input type="checkbox"/> WSS_ADMIN_WPG                            |
| <input type="checkbox"/> Access Control Assistance Operators | <input type="checkbox"/> WSS_WPG                                  |
| <input type="checkbox"/> Remote Management Users             | <input type="checkbox"/> WindowsFabricAdministrators              |
| <input type="checkbox"/> Domain Computers                    | <input type="checkbox"/> WindowsFabricAllowedUsers                |
| <input type="checkbox"/> Domain Controllers                  | <input type="checkbox"/> WSS_RESTRICTED_WPG_V4                    |
| <input type="checkbox"/> Schema Admins                       | <input type="checkbox"/> Team                                     |
| <input type="checkbox"/> Enterprise Admins                   | <input type="checkbox"/> FIMSyncOperators                         |
| <input type="checkbox"/> Cert Publishers                     | <input type="checkbox"/> FIMSyncJoiners                           |
| <input type="checkbox"/> Domain Admins                       | <input type="checkbox"/> FIMSyncBrowse                            |
| <input type="checkbox"/> Domain Users                        | <input type="checkbox"/> FIMSyncPasswordSet                       |
| <input type="checkbox"/> Domain Guests                       | <input type="checkbox"/> Demo Scientists                          |
|  | <input type="checkbox"/> Demo Sales Team                          |
|  | <input type="checkbox"/> Demo Content Managers                    |

Check the box “**Allow user adding to selected SharePoint user groups**” if you want to allow adding created or cloned users to SharePoint Groups and select groups that will be available for selection

Sharepoint user groups settings

Allow user adding to selected Sharepoint user groups

Available Sharepoint user groups

- Approvers
- Designers
- Excel Services Viewers
- Hierarchy Managers
- Quick Deploy Users
- Restricted Readers
- Style Resource Readers
- Team VirtoSoftware Members
- Team VirtoSoftware Owners
- Team VirtoSoftware Visitors
- Translation Managers

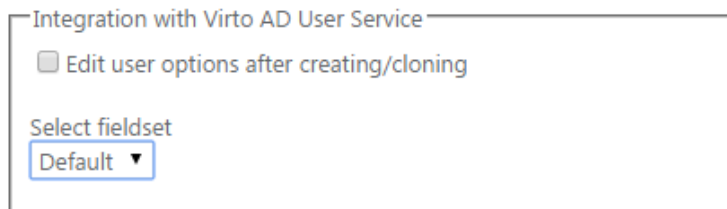
**Note:** if you do not check the box “Allow user adding to selected SharePoint user groups”, users will be created only in Active Directory.

When you finish adjustment, do not forget to click “OK” to save the settings and return to the web part or “Apply” to save the settings and continue adjustment.

## Integration with Virto AD User Service

Virto Create & Clone AD User web part allows users to integrate data with Virto AD User Service and use fieldsets created in it.

Go to “Edit web part” and check the box “Edit user options after creating/cloning” and select fieldset from the dropdown. (Please see “Virto Active Directory user service Web Part – Installation and User Guide” to learn more about fieldsets).



Integration with Virto AD User Service

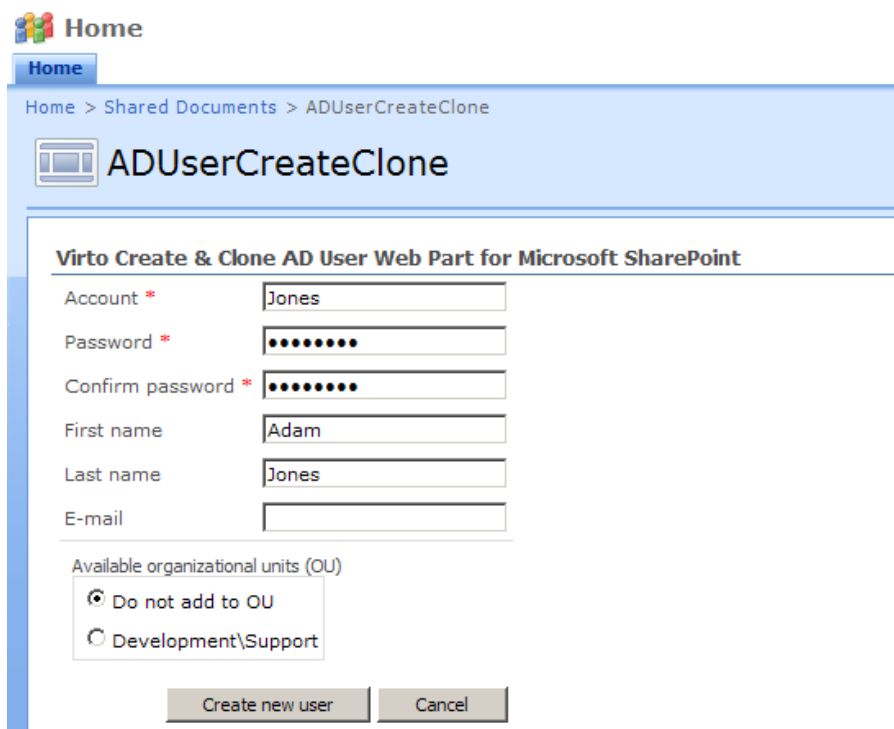
Edit user options after creating/cloning

Select fieldset

Default ▾

Click “OK” to save the settings. Now when you create a new account in the Virto Create & Clone AD User web part, you will be able to edit profile fields defined in the selected fieldset.

**Note:** integration works only in case Virto Active Directory User service is installed on your SharePoint site.



Home

Home > Shared Documents > ADUserCreateClone

### ADUserCreateClone

#### Virto Create & Clone AD User Web Part for Microsoft SharePoint

Account \*

Password \*

Confirm password \*

First name

Last name

E-mail

Available organizational units (OU)

Do not add to OU

Development\Support

Create new user Cancel

Home

Home > Shared Documents > ADUserCreateClone

## ADUserCreateClone

Virto Create & Clone AD User Web Part for Microsoft SharePoint

General About Me Contact Information Organization

Save Close

First Name Adam

Last Name Jones

Display Name Adam Jones

Initials

Save Close

## Virto Create & Clone AD User Web Part Usage

### Creating AD Users with Virto Web Part

Go to the web part added to your SharePoint site page.

Virto Create & Clone AD User Web Part for Microsoft SharePoint 2013

Account \*

Password \*

Confirm password \*

First name

Last name

E-mail

Available AD security groups

- Administrators
- Users
- Guests
- Print Operators

Available organizational units (OU)

- Do not add to OU
- Domain Controllers
- virto users

Available Sharepoint user groups

- Team VirtoSoftware Members
- Team VirtoSoftware Owners

Select user for cloning [Not selected] ▼

Create new user Cancel

Enter account (new user's login), his future password and confirm it. These fields are required.

### Virto Create & Clone AD User Web Part for Microsoft SharePoint 2013

---

Account \*

Password \*

Confirm password \*

First name

Last name

E-mail

---

|  |  |   |
|--|--|---|
| <p>Available AD security groups</p> <p><input type="checkbox"/> Administrators</p> <p><input checked="" type="checkbox"/> Users</p> <p><input type="checkbox"/> Guests</p> <p><input type="checkbox"/> Print Operators</p> | <p>Available organizational units (OU)</p> <p><input checked="" type="radio"/> Do not add to OU</p> <p><input type="radio"/> Domain Controllers</p> <p><input type="radio"/> virto users</p> | <p>Available Sharepoint user groups</p> <p><input checked="" type="checkbox"/> Team VirtoSoftware Members</p> <p><input type="checkbox"/> Team VirtoSoftware Owners</p> |
|--|--|---|

---

Select user for cloning

If adding to selected active directory user groups is allowed (see web part settings), select an organizational unit that new user will belong to.

If adding to selected SharePoint user groups is allowed (see web part settings), select a group that new user will belong to.

**Note:** if you select none SharePoint groups, new user will be created only in Active Directory.

Leave "Not selected" value in the field "Select user for cloning" and click "Create new user".

Select user for cloning

To view new user details, go to "Virto Active Directory Service Web Part" (please see [web part information](#)).



## Security Group Settings

You can define groups that will be able for selection while new user creation. Go to “Security groups settings” and check the boxes opposite AD security groups you need to add. Click “OK” to save the settings.

Security groups settings

Allow user adding to AD security groups

Available AD security groups

WinRMRemoteWMIUsers\_\_

Administrators

Users

Guests

Print Operators

Backup Operators

Replicator

Remote Desktop Users

Network Configuration Operators

Performance Monitor Users

Performance Log Users

Distributed COM Users

IIS\_IUSRS

Cryptographic Operators

Event Log Readers

Certificate Service DCOM Access

RDS Remote Access Servers

Now you will be able to check groups new user will belong to.

Available AD security groups

Administrators

Users

Guests

Print Operators

Network Configuration Operators

Cryptographic Operators

Event Log Readers

Available organizational units (OU)

Do not add to OU

Domain Controllers

virto users

Available Sharepoint user groups

Team VirtoSoftware Members

Team VirtoSoftware Owners

## Cloning AD Users with Virto Web Part

Virto Create & Clone AD User web part allows cloning AD users. This means that when you create a new user you can automatically define some fields that will be cloned from a certain user's details.

Go to the web part added to your SharePoint site page.

### Virto Create & Clone AD User Web Part for Microsoft SharePoint 2013

---

Account \*

Password \*

Confirm password \*

First name

Last name

E-mail

---

|   |   |  |
|---|---|--|
| <p>Available AD security groups</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Administrators</li> <li><input checked="" type="checkbox"/> Users</li> <li><input type="checkbox"/> Guests</li> <li><input type="checkbox"/> Print Operators</li> </ul> | <p>Available organizational units (OU)</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Do not add to OU</li> <li><input type="radio"/> Domain Controllers</li> <li><input type="radio"/> virto users</li> </ul> | <p>Available Sharepoint user groups</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Team VirtoSoftware Members</li> <li><input type="checkbox"/> Team VirtoSoftware Owners</li> </ul> |
|---|---|--|

---

Select user for cloning

Enter account (new user's login), his future password and confirm it. These fields are required to enter even if you clone a user.

If adding to selected active directory user groups is allowed (see web part settings), select an organizational unit that new user will belong to.

If adding to selected SharePoint user groups is allowed (see web part settings), select a group that new user will belong to.

**Note:** if you select none SharePoint groups, new user will be created only in Active Directory.

Select user who will be used for cloning (available users and details fields are defined in the web part settings) and click "Create new user".

## Virto Create &amp; Clone AD User Web Part for Microsoft SharePoint 2013

|   |   |  |
|---|---|--|
| Account *                                 | <input type="text" value="jd_virto"/>             |  |
| Password *                                | <input type="password" value="....."/>            |  |
| Confirm password *                        | <input type="password" value="....."/>            |  |
| First name                                | <input type="text" value="John"/>                 |  |
| Last name                                 | <input type="text" value="Doe"/>                  |  |
| E-mail                                    | <input type="text" value="jd@gmail.com"/>         |  |
| Available AD security groups              | Available organizational units (OU)               | Available                                      |
| <input type="checkbox"/> Administrators   | <input checked="" type="radio"/> Do not add to OU | <input checked="" type="checkbox"/> Team       |
| <input checked="" type="checkbox"/> Users | <input type="radio"/> Domain Controllers          | <input type="checkbox"/> Team                  |
| <input type="checkbox"/> Guests           | <input type="radio"/> virto users                 |  |
| <input type="checkbox"/> Print Operators  |   |  |
|   |   | Select user for cloning                        |
|   |   | <input type="text" value="[Not selected]"/>    |
|   |   | <input type="text" value="Kate Smith"/>        |
|   |   | <input type="text" value="Margaret Anderson"/> |
|   |   | <input type="text" value="John Holiday"/>      |
|   |   | <input type="text" value="Maurice Prather"/>   |
|   |   | <input type="text" value="Matthew McDermott"/> |
|   |   | <input type="text" value="Keith Moon"/>        |
|   |   | <input type="text" value="Spencer Reed"/>      |
|   |   | <input type="text" value="Scot Hillier"/>      |
|   |   | <input type="text" value="Ted Pattison"/>      |
|   |   | <input type="text" value="David Mann"/>        |
|   |   | <input type="text" value="John Brown"/>        |
|   |   | <input type="text" value="[Not selected]"/>    |
|   |   | <input type="button" value="Create new user"/> |
|   |   | <input type="button" value="Cancel"/>          |

To view new user details, go to “Virto Active Directory Service Web Part” (please see [web part](#) information).

## Version Release History

| Release Date | Version | Description  |
|--------------|---------|--|
| 10-14-2016   | 3.1.4   | [-] Issue with adding newly created user to SharePoint group(s), when FBA is enabled in web application, is fixed.   |
| 11-11-2015   | 3.1.3   | [+] Newly created users disabled in AD can be added to SharePoint groups.<br>[*] User is not created when password does not meet password policy in AD. v. 3.1.2 Internal release. |
| 10-12-2015   | 3.1.2   | [*] Fixed: User Must Change Password at Next Logon   |
| 09-25-2015   | 3.1.1   | [*] Performance improvements for webpart settings<br>[-] Bug in integration with Virto AD User Service has been fixed.   |
| 09-04-2013   | 3.0.0   | [+] New License Manager  |
| 06-03-2011   | 2.0.0   | [+] Ability to add created/cloned user to active directory security group(s) has been added.   |
| 08-26-2010   | 1.1.0   | [+] Option for sending e-mail to user after creating has been added.<br>[+] Integration with Virto AD User Service web part has been added.  |
| 06-30-2010   | 1.0.0   | [+] First public version.  |