

SSIS System Document
How to add a user to the SSIS server

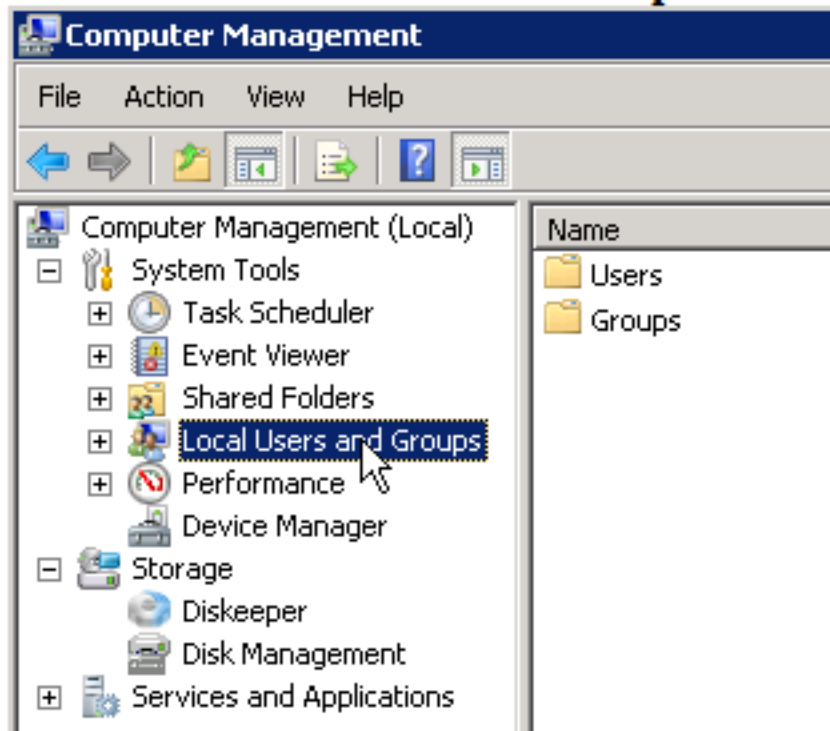
Reference Document #510

Reviewed 08/28/2013

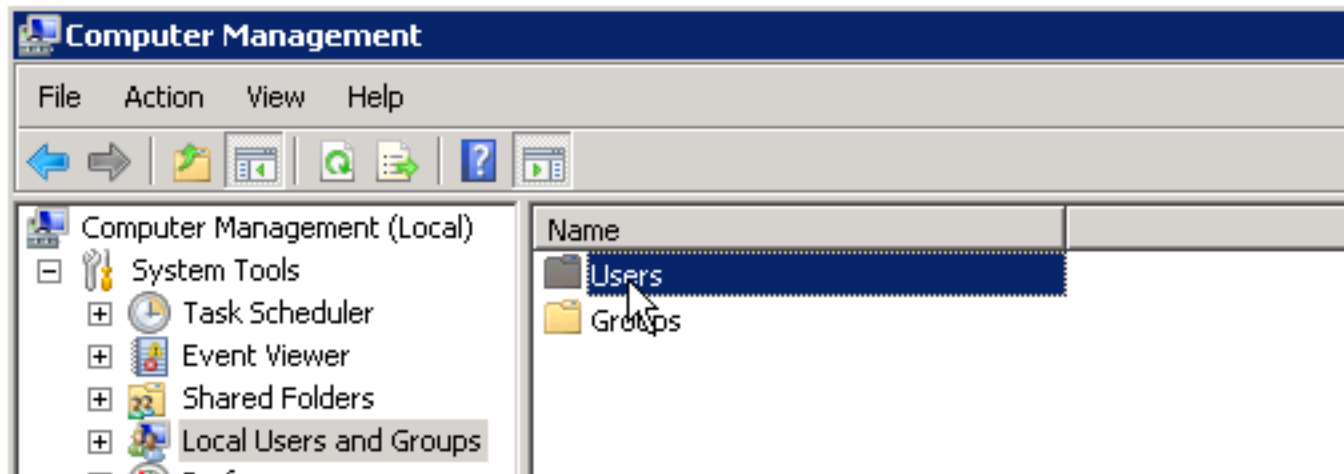
Click on **Computer Management** icon.



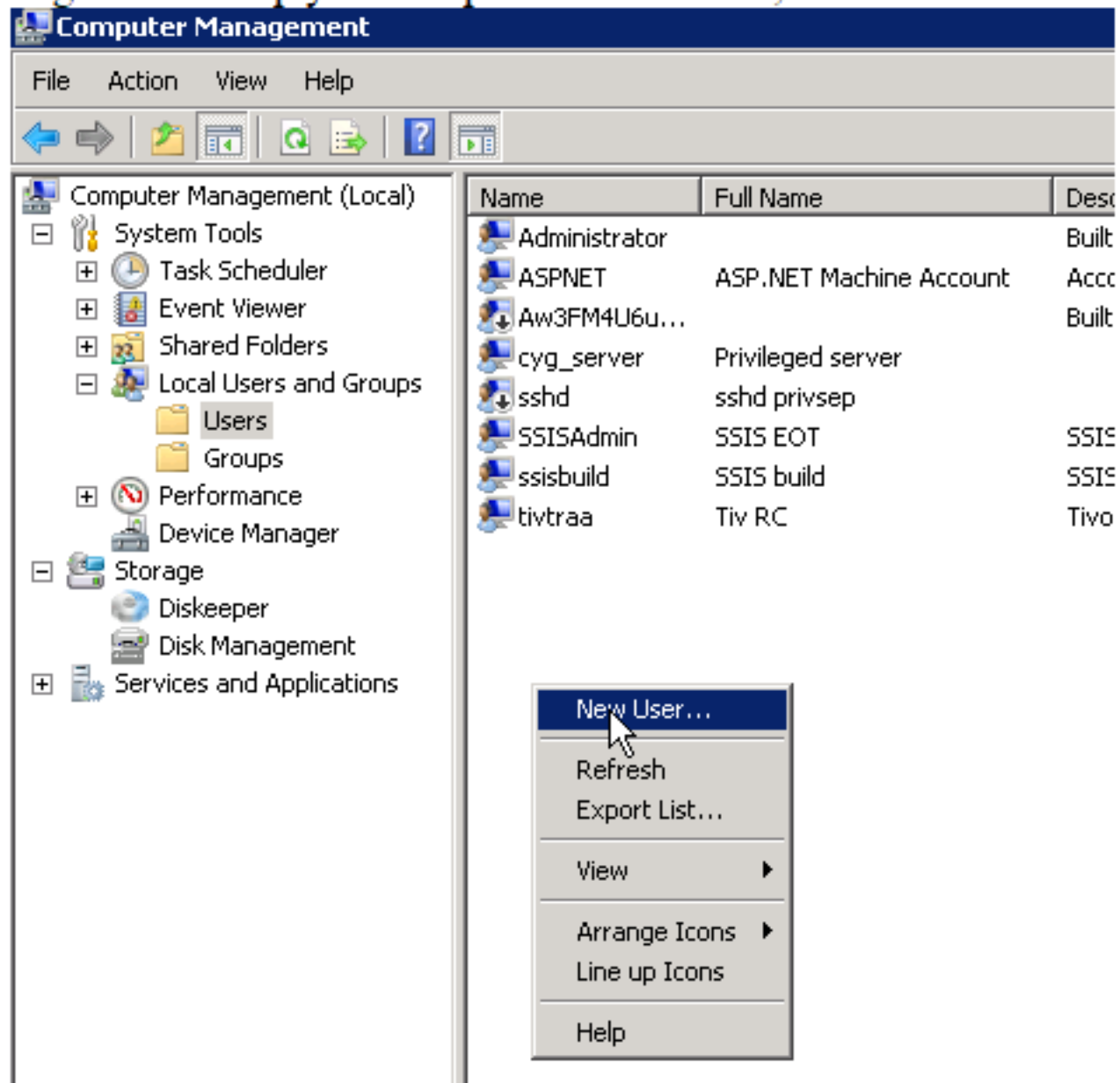
Click on **Local Users and Groups**.



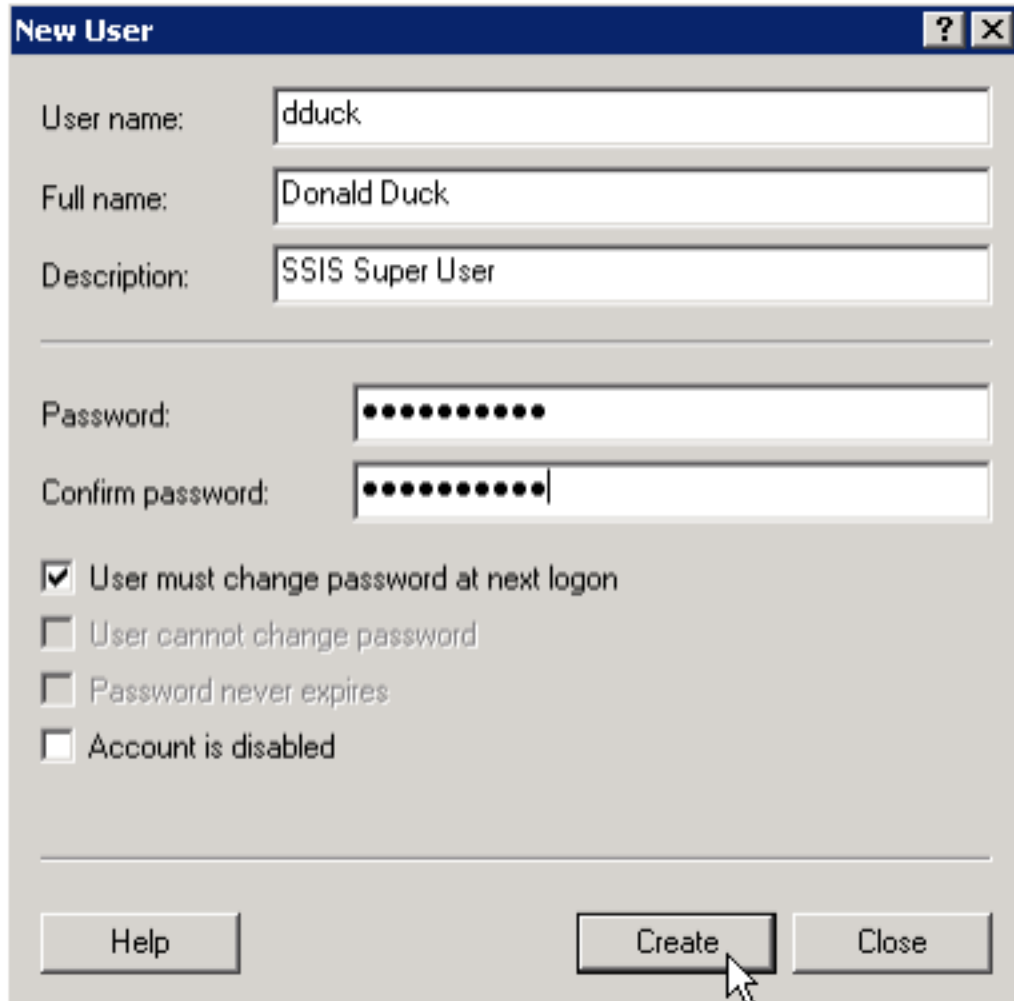
Click on **Users**



Right-click empty white space at end of list, then click on **New User**.



Add information for new user and click **Create**.

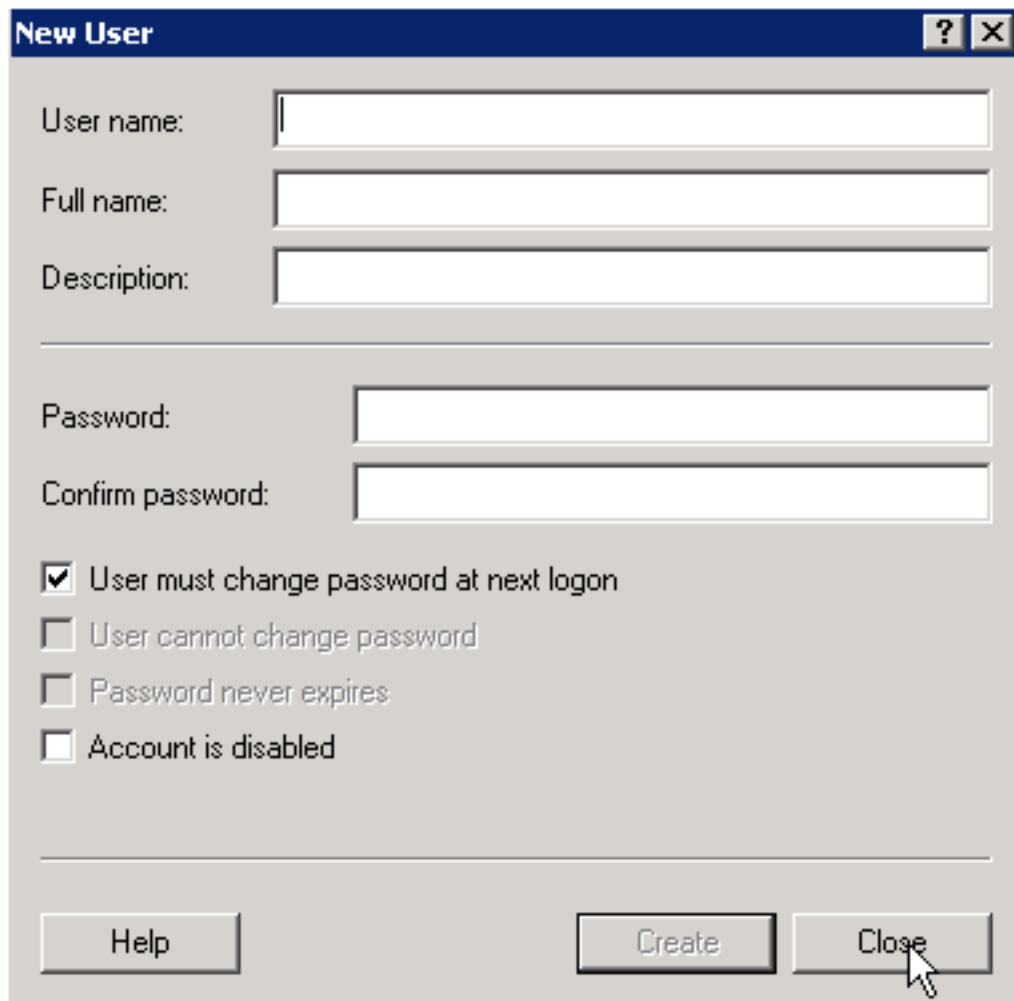


The screenshot shows a 'New User' dialog box with the following fields and options:

- User name: dduck
- Full name: Donald Duck
- Description: SSIS Super User
- Password: [masked]
- Confirm password: [masked]
- User must change password at next logon
- User cannot change password
- Password never expires
- Account is disabled

Buttons at the bottom: Help, Create (highlighted with a mouse cursor), Close.

Click on **Close**.

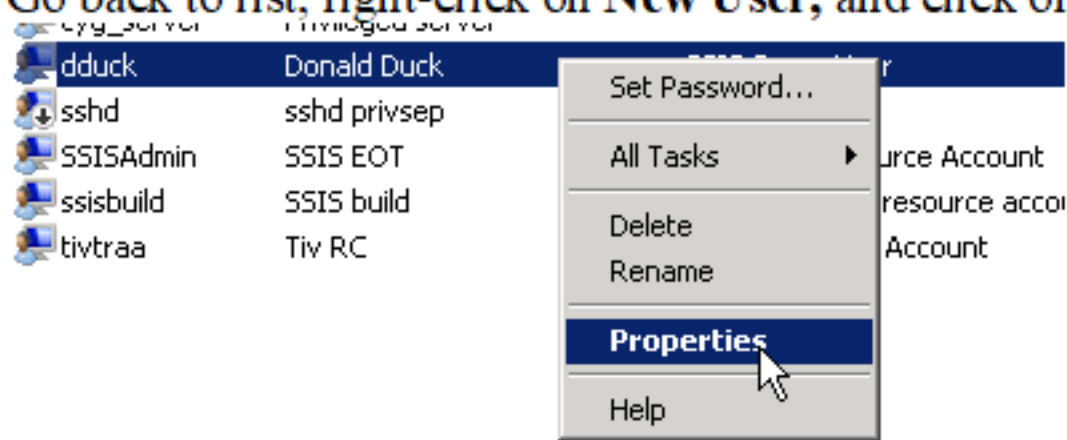


The screenshot shows the same 'New User' dialog box, but with the following fields empty:

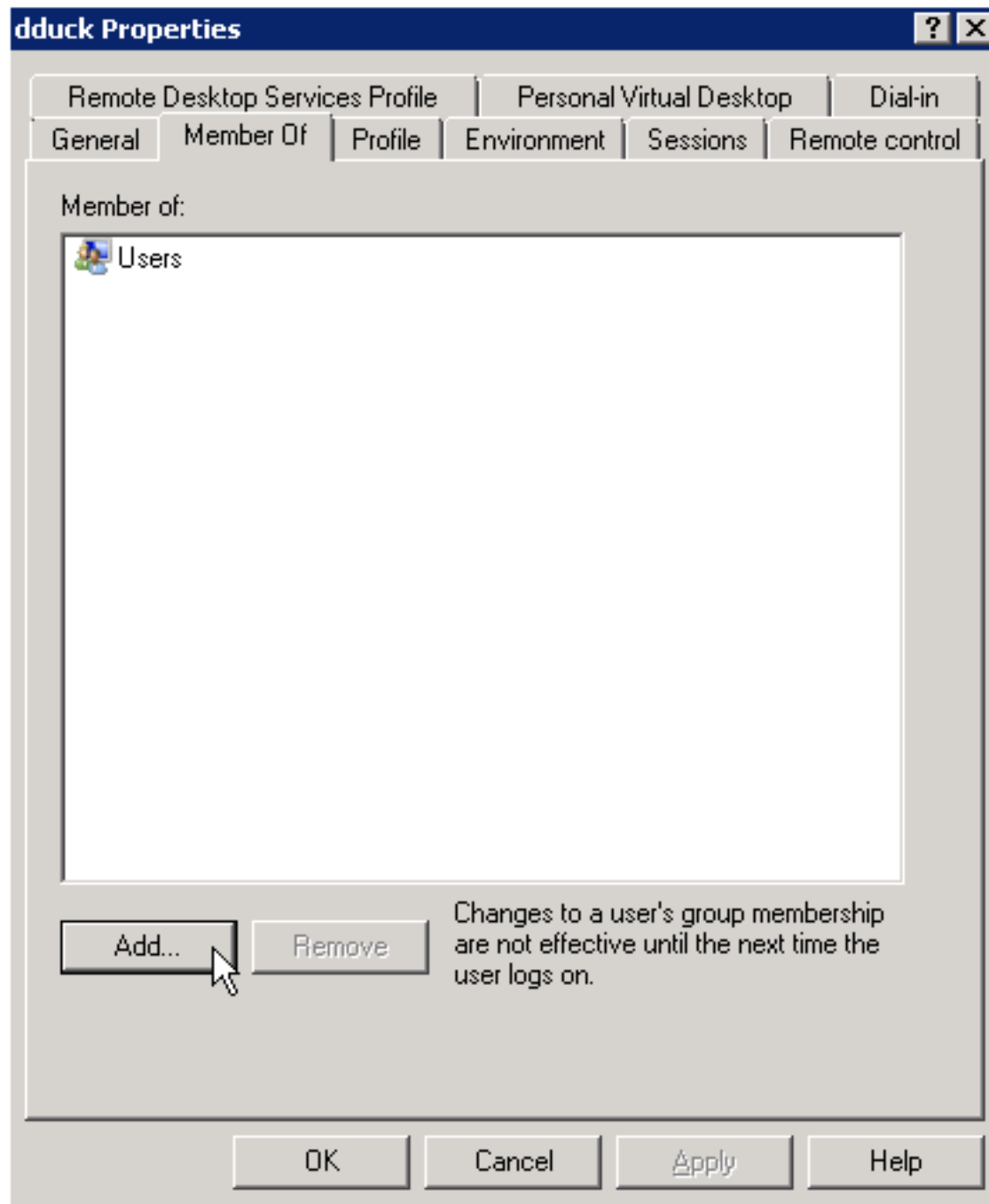
- User name: [empty]
- Full name: [empty]
- Description: [empty]
- Password: [empty]
- Confirm password: [empty]
- User must change password at next logon
- User cannot change password
- Password never expires
- Account is disabled

Buttons at the bottom: Help, Create, Close (highlighted with a mouse cursor).

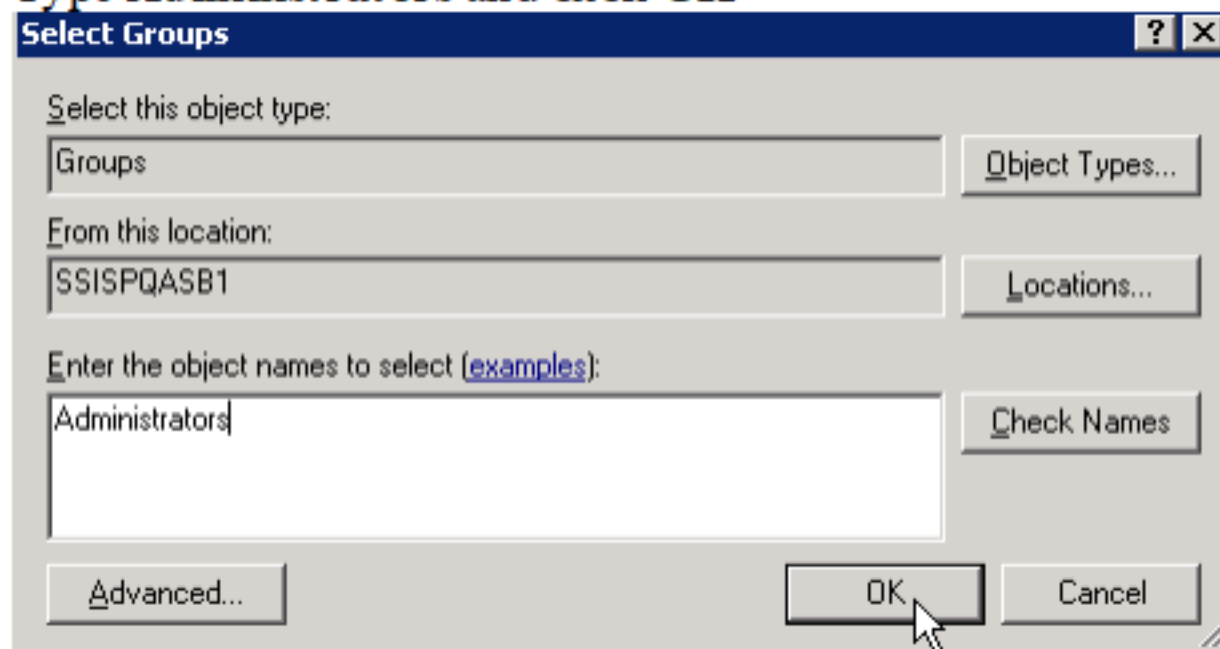
Go back to list, right-click on **New User**, and click on **Properties**.



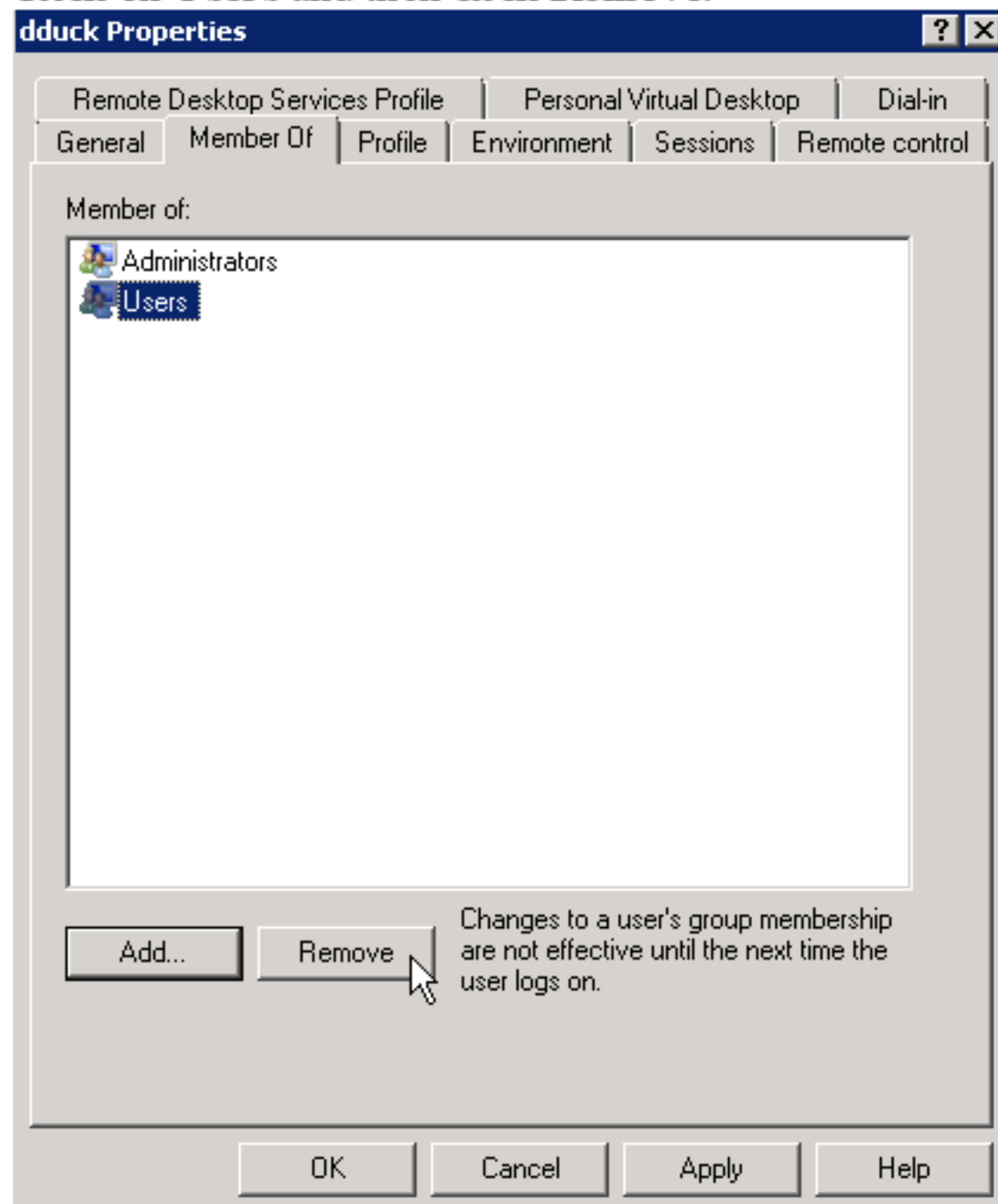
Go to Member Of tab and click **Add**.



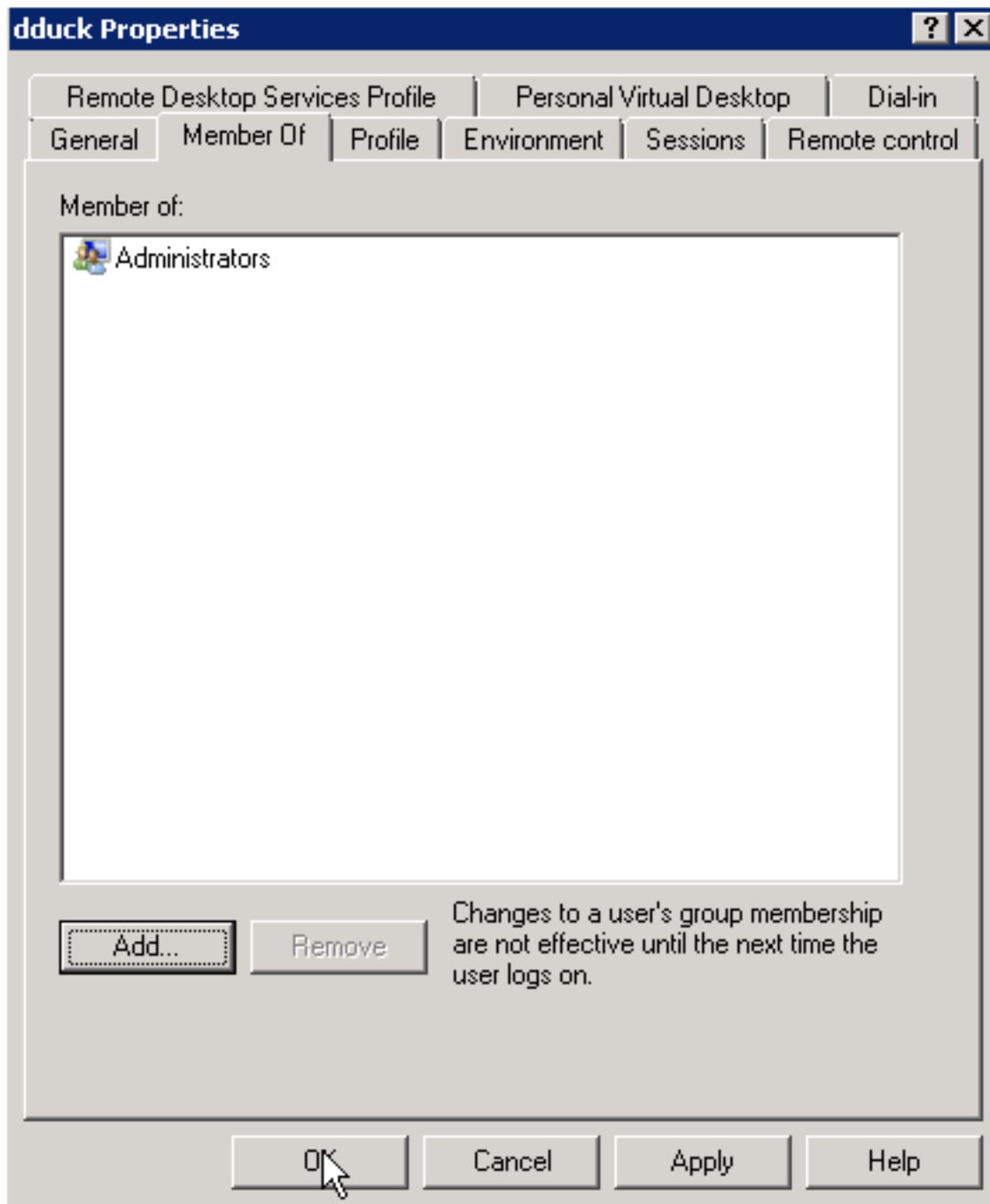
Type **Administrators** and click **OK**



Click on **Users** and then click **Remove**.



Then click on **OK** again.



...and you're done! *Congratulations!* You added a new user to the SSIS server! Be sure the user tests the login and changes the password. Users need unique ID's; users may not use shared login accounts such as 'coadmin' as allowed in the past.