2012

Adminizer

USER'S GUIDE

ADMINIZE

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Adminizer user guide v1.0

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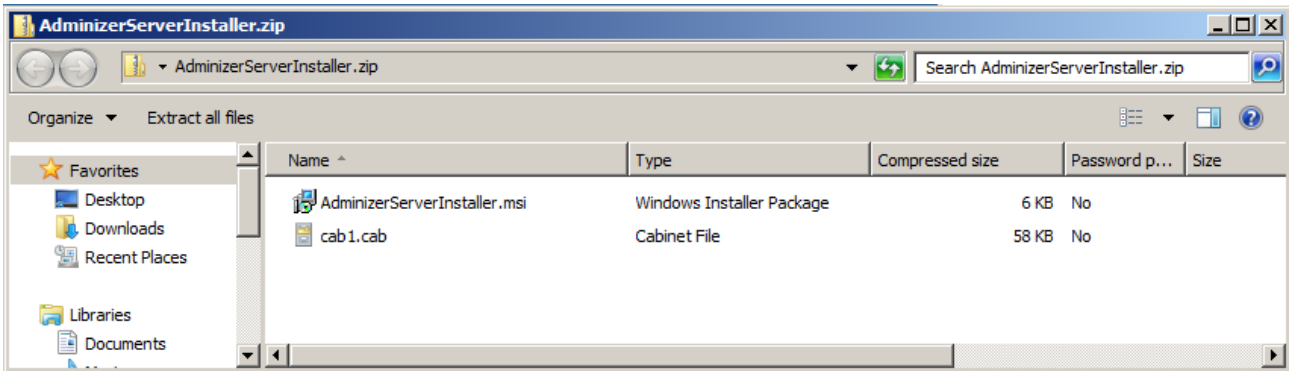
Brief introduction

Adminizer is a toolset that allows you to have self-changing passwords on your Windows machines. The passwords change every hour allowing you to stop worrying about changing, documenting and remembering your passwords for local accounts. Whenever a password is used it is always changed to a new one. This allows you to give your users onetime administrative passwords for example to install a local printer. Adminizer is totally independent and doesn't require network connectivity so all scenarios work even when computers are offline.

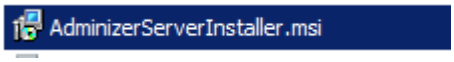
Installing Adminizer for the first time

Adminizer has two separate installation packages extracted from the downloaded PROD_Adminizer.zip. First you will need to install the **AdminizerServerInstaller.msi** on a computer that you will use to create the password files and that will work as the first Helpdesk computer that can give out onetime passwords to end users. The installation steps are as follows:

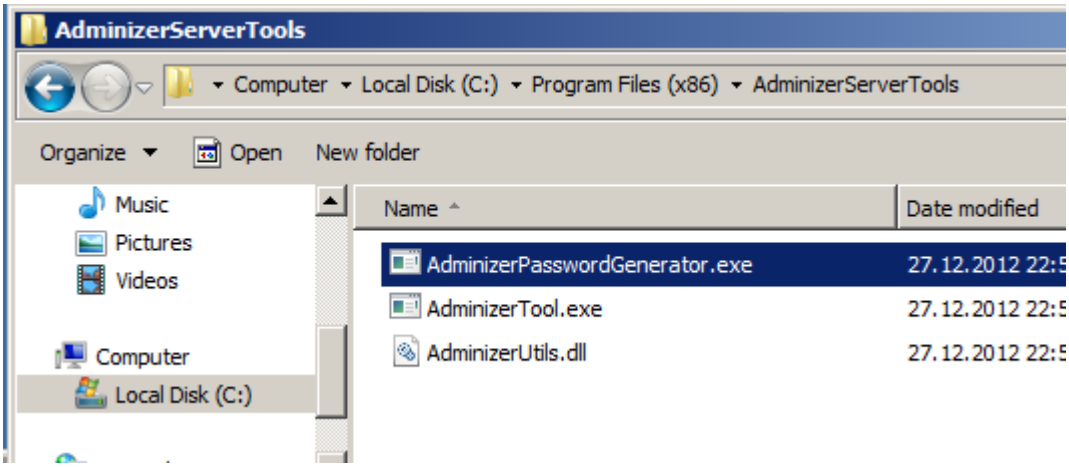
1. Extract the AdminizerServerInstaller.zip file to a local folder



2. Run the AdminizerServerInstaller.msi file using an Administrative account

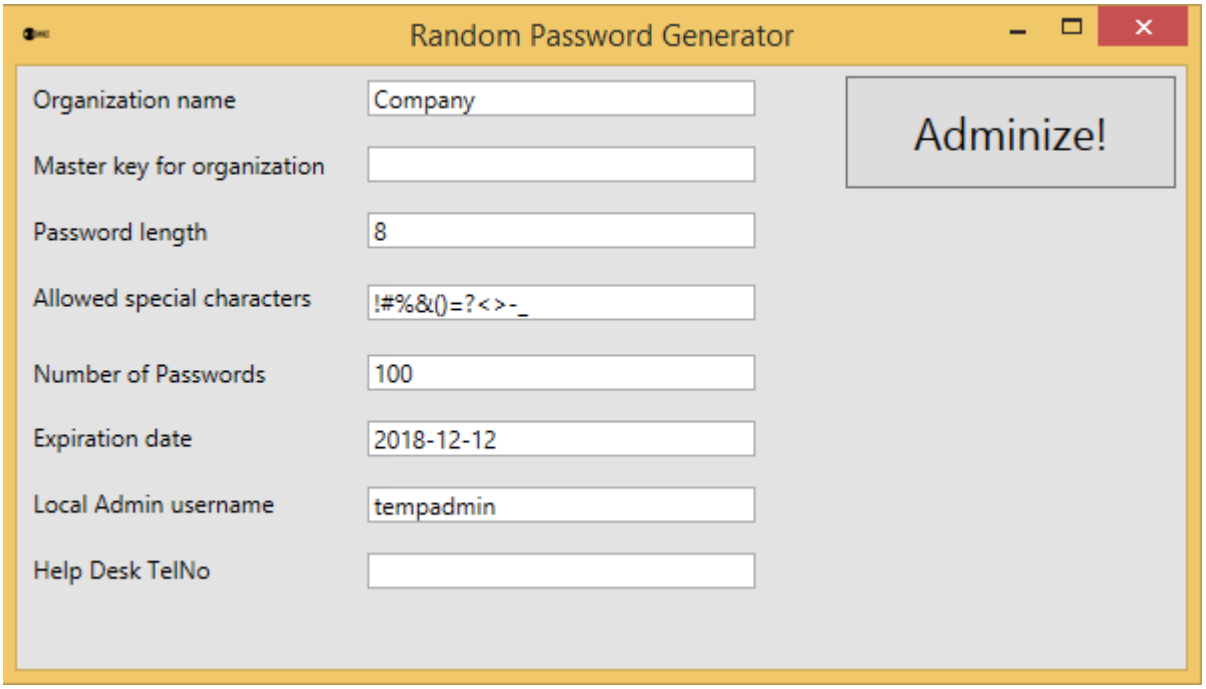


3. Run the AdminizerPasswordGenerator.exe



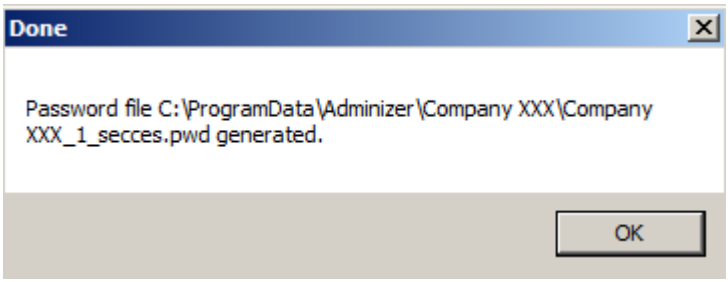
4. The Random Password Generator creates the password files for Adminizer. The following information needs to be entered:
    a. **Organization name**: This field identifies the organization that the password file is for. This is especially useful for companies providing support for multiple organizations
    b. **Master key for organization**: You can use a master password for an organization if you wish. If this is used the technician giving out onetime passwords needs to know the master password for the selected organization to be able to access the passwords. *This is not mandatory but it is a requirement for some organizations.*
    c. **Password length**: This field tells Adminizer how long a password should be. Remember to use password length that is equal or greater than what your computer policy requires. Windows 7 and 8 usually require a password length equal or greater than seven characters.
    d. **Characters**: Adminizer uses character sets a-z and A-Z + the characters in this field.

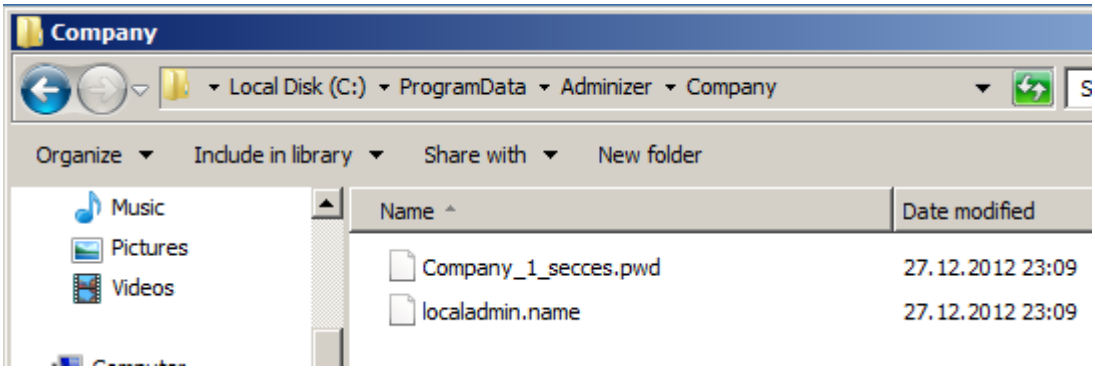
e. **Number of Passwords**: This field is used to tell Adminizer the amount of unique passwords for the computers to choose from. As the passwords are changed every hour and every time they are used a number of 50000 passwords will give your password file a lifetime of 5 ½ years.
f. **Expiration date**: After this date the passwords will stop changing automatically and the last password set will remain effective. Some companies require a setting like this to adhere to policies.
g. **Local Admin username**: This field tells Adminizer what username is to be used as the local administrative user. If this username doesn't exist Adminizer will create it and join it to the local built-in Administrators group.
h. **Help Desk TelNo**: This field tells Adminizer what contact information to present the users when they use Adminizer client.



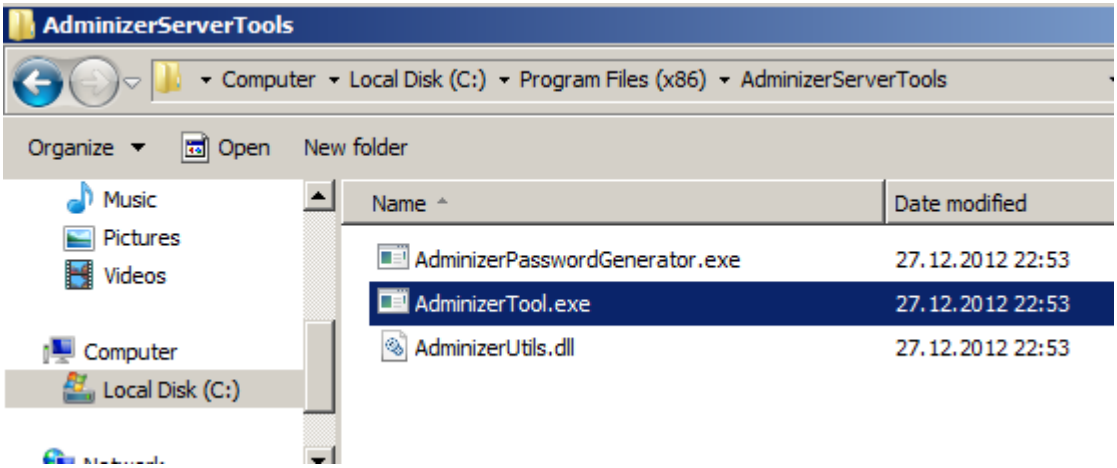
5. After entering the required information click Adminize!

6. The files generated by the Random Password Generator are now located in C:\ProgramData\Adminizer\[CompanyName]

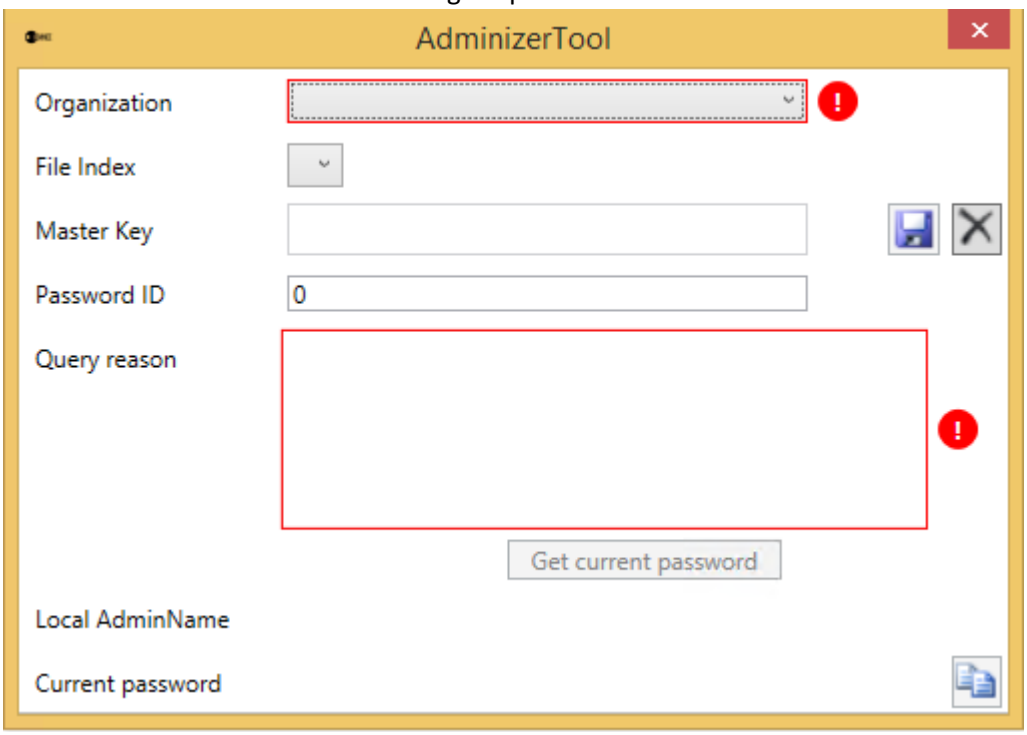




7. On this computer you can now run the AdminizerTool.exe to retrieve passwords for users:



8. The tool requires information that you get from a client using the **AdminizerClient**. Installation of the client is instructed in the following chapters.



Installing Adminizer for the Helpdesk user

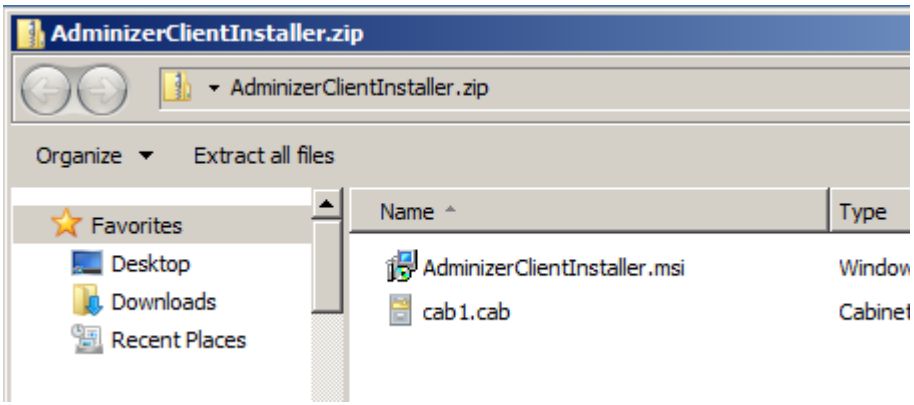
If you need to install the Adminizer for additional Help Desk computers you can do this by:

1. Installing the AdminzerServerInstaller.msi on a new computer
2. Copying the C:\ProgramData\Adminizer –folder from the computer you run the Random Password Generator on to the same location on the new computer

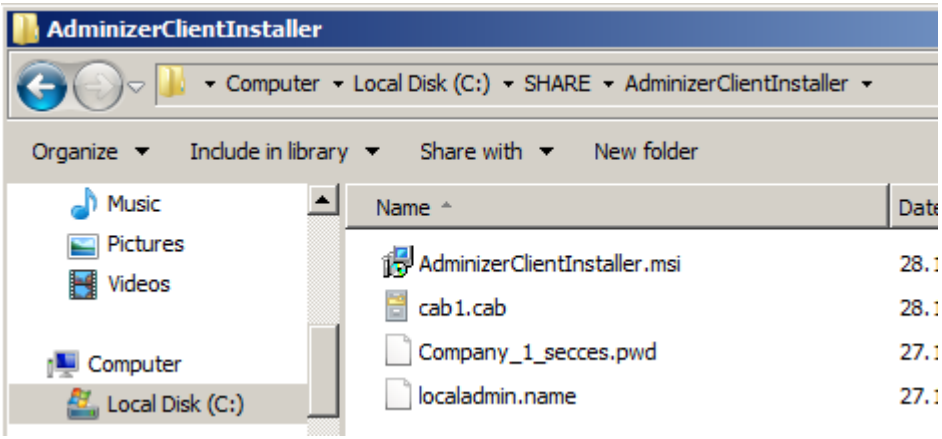
Installing Adminizer for the end users workstation

AdminizerClientInstaller.msi can be installed in multiple ways but the only requirement it has for you to fulfill is that you need to copy password- and settings-files to the same folder the msi-package is run from. To create the installation source for your clients follow the instructions below:

1. Extract the AdminizerClientInstaller.zip contents to a folder



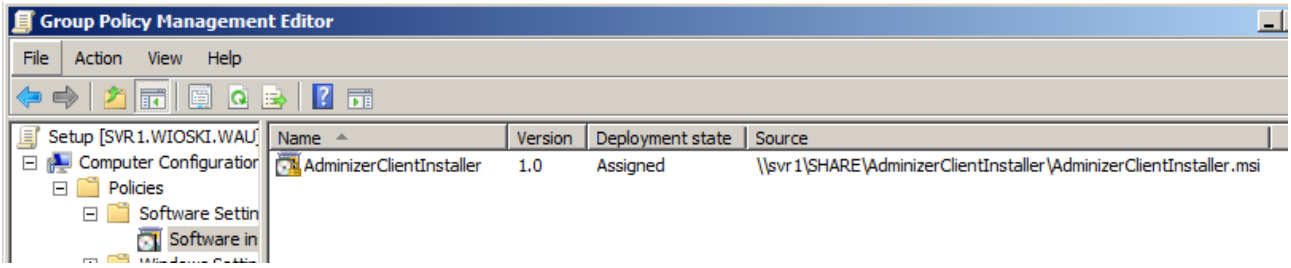
2. Copy the files created by Random Password Generator to the same folder like here:



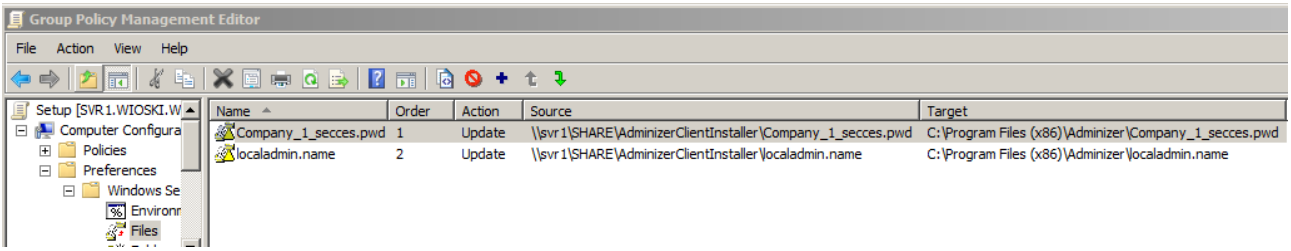
3. You can now run the AdminizerClientInstaller.msi with administrative rights to install the client on the local computer! You can copy the folder to a network share or a USB stick and install from there or install it centrally through AD Group Policies, SCCM, Altiris etc. The installation can also be done on a model computer before capturing an image of it and distributing it to multiple destination computers.

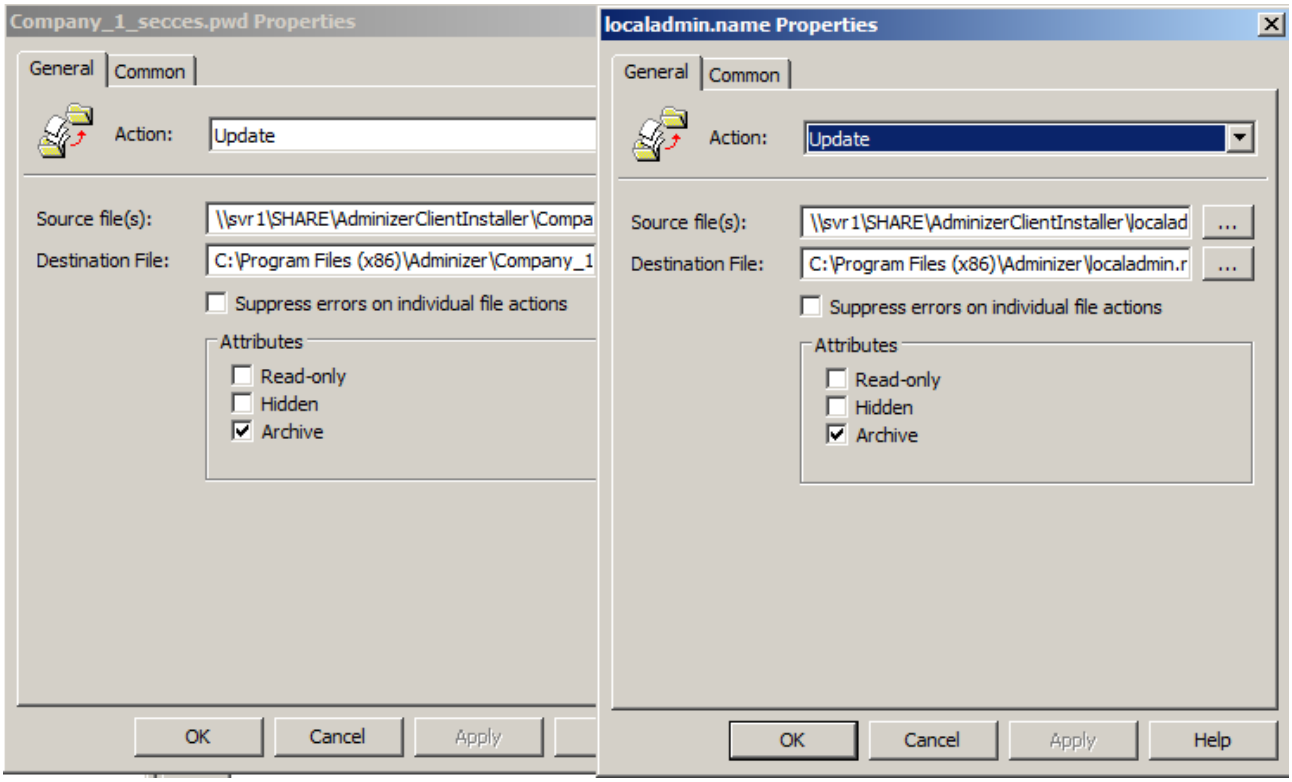
Installing Adminizer with Group Policy

You can install the Adminizer client with a GPO. The software can be installed as a software installation like below:



On top of this you need to copy the required password files to the destination computer manually, via a script or with a Group Policy Preference like below:





Installing Adminizer with a script or SCCM/Altiris etc.

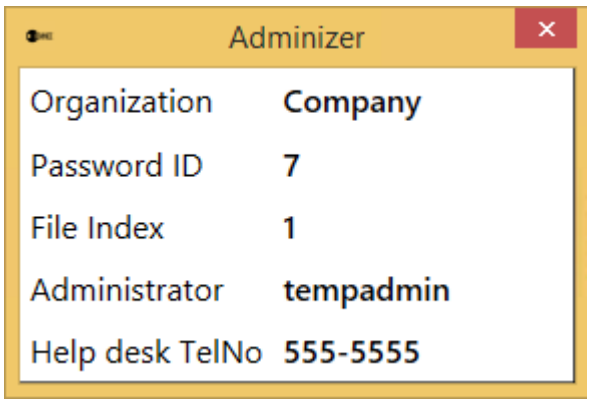
You can install AdminizerClient by copying the source files to network share and running the following script: **MSIEXEC /I \\SVR1\Share\AdminizerClient\AdminizerClientInstaller.msi /Q**

Operating Adminizer

Operating Adminizer is very easy. The following shows the user experience for the end user and the helpdesk staff.

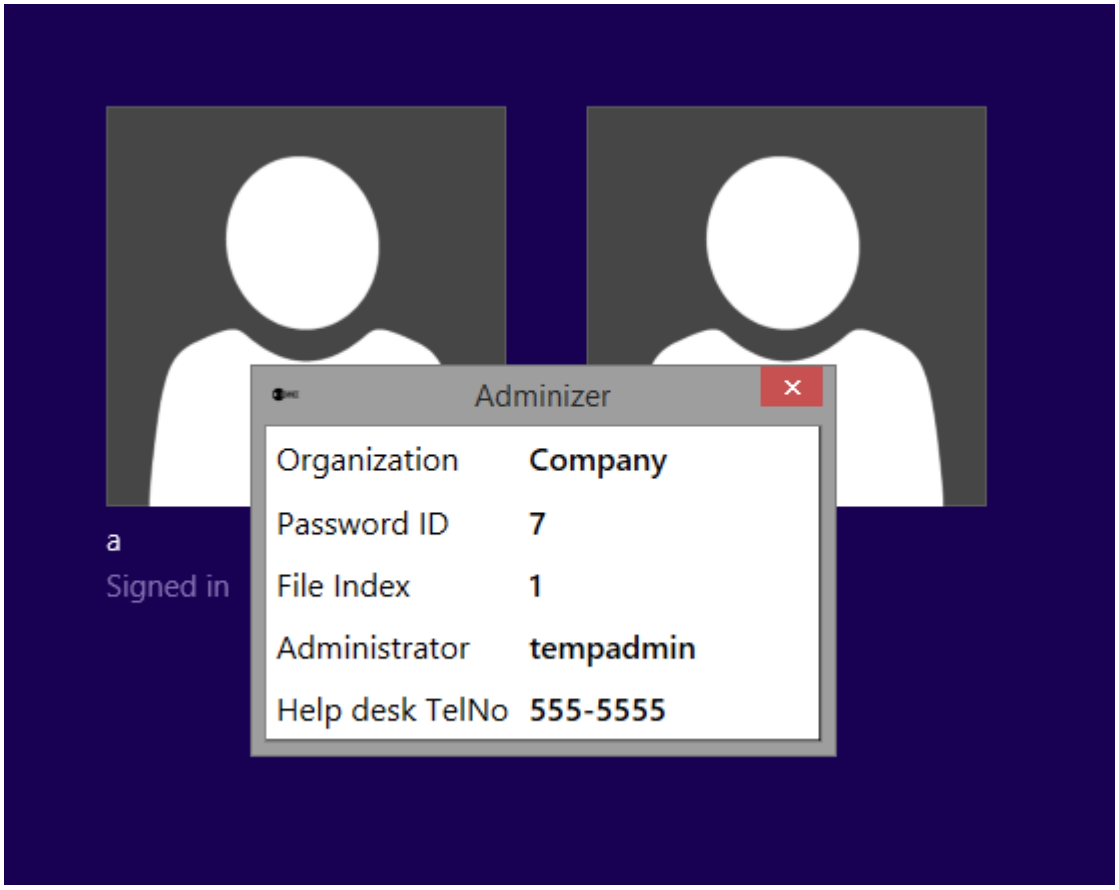
Adminizer on the client

When a client is asked for administrative credentials the user presses the **Shift-key five times** repeatedly and gets a dialog like the one below:



The user now calls helpdesk and gives the help desk employee the Password ID. The Helpdesk employee tells the caller the correct password for the ID. The password works once and cannot be reused. If the user needs another password the same process is repeated.

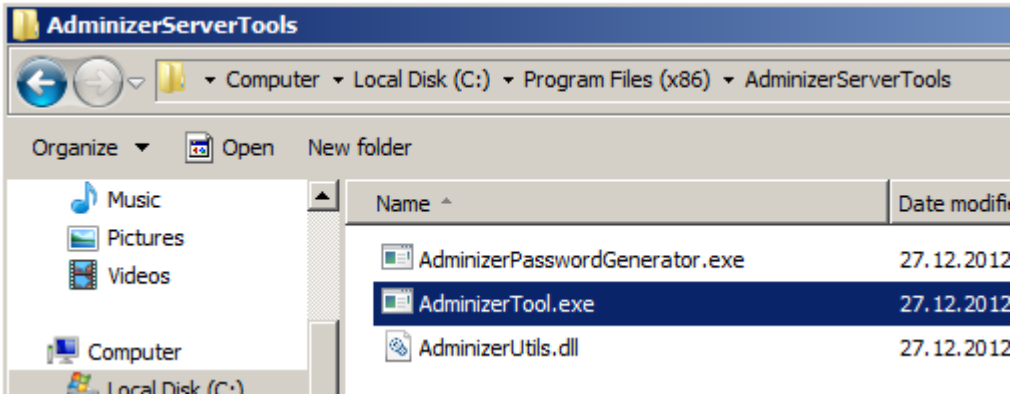
If the user need to login to the computer interactively the same process can be executed on the logon screen as well:



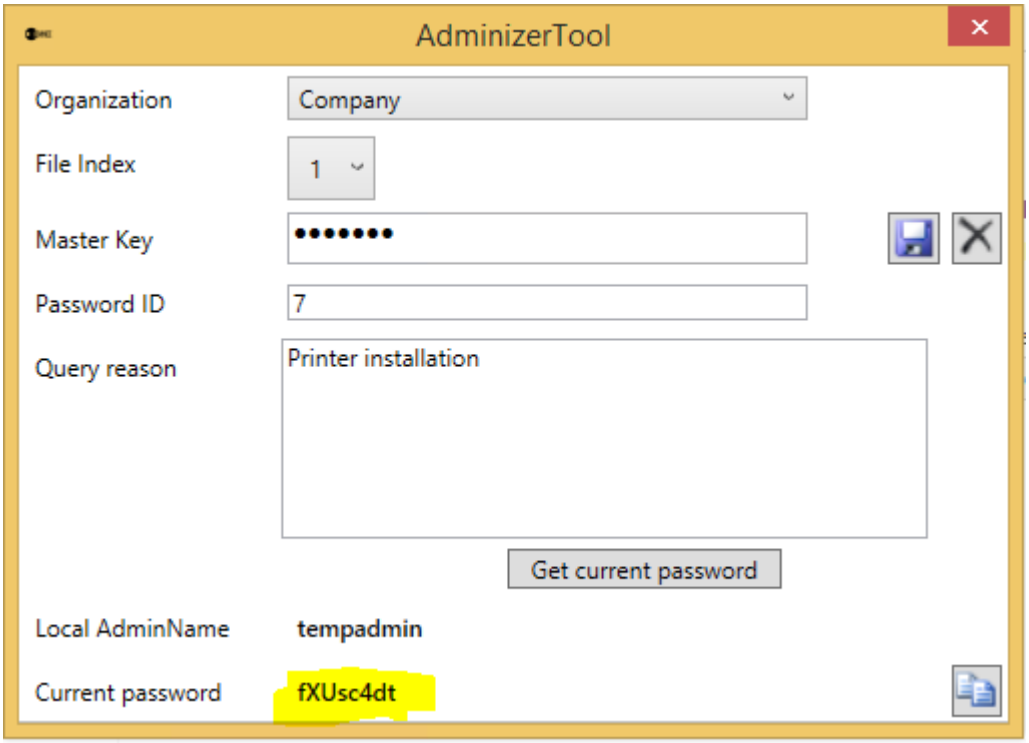
Adminizer on the Helpdesk's computer

When a user calls the helpdesk staff requesting a password the process is the following:

1. The Helpdesk employee opens AdminizerTool.exe



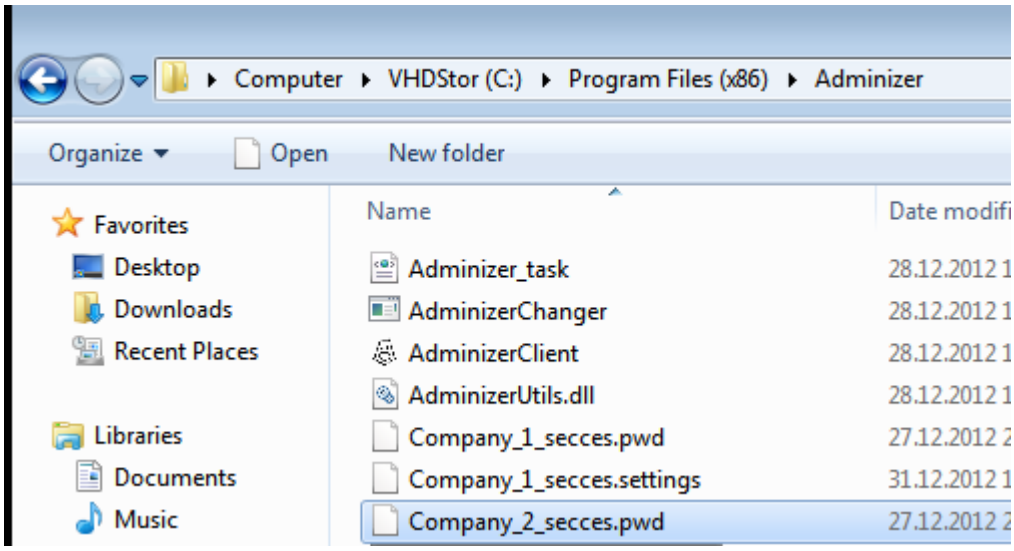
2. The employee types in the **Password ID** given by the caller, a **reason** for the request and presses the **Get current password** –button



3. The employee tells the caller the correct password that can be used once

Replacing an old password file with a new one

Adminizer always uses the password files with the biggest version number. You can easily create a new password file for a company with the AdminizerPasswordGenerator.exe and copy the resulting .pwd file to the clients folder **C:\Program Files\Adminizer** or **C:\Program Files (x86)\Adminizer** like below:



You can use whatever distribution method you prefer – It's just a file…

Removing Adminizer

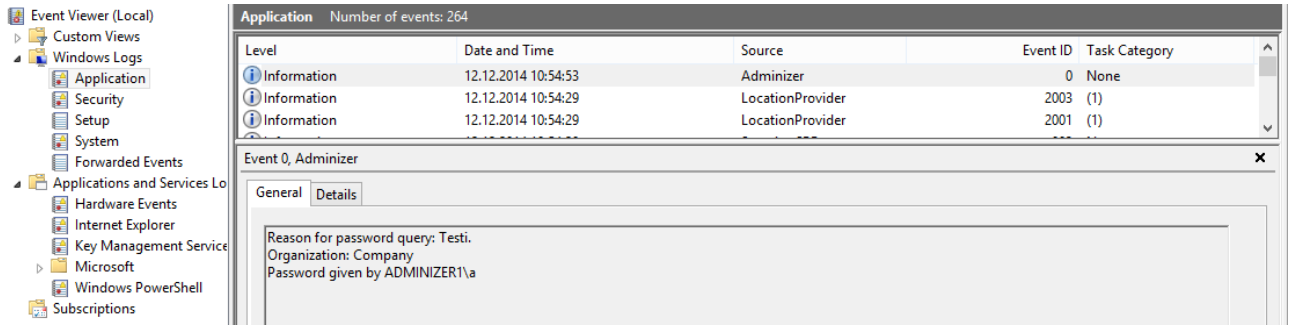
You can remove Adminizer by uninstalling it with the Add/Remove Programs Control Panel applet. A few files will remain on the computer so you can also remove the following directories after the uninstallation:

C:\Program Files (x86)\Adminizer or **C:\Program Files\Adminizer**

C:\ProgramData\Adminizer

Log Files

Adminizer logs activity both at the client and the server to the Windows Event Log like below:



FAQ

The most current FAQ can be found the http://www.adminize.com/ website. It you have any questions don't hesitate to contact helpdesk@adminize.com