Lepide

USE CASE GUIDE

HOW TO TRACK INACTIVE USERS IN ACTIVE DIRECTORY

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1. Introduction

The misuse of user privileges is one of the main sources of a data breach within an organization and so appropriate action must be taken to keep the risk of these threats to a minimum. One such threat is being unaware or ignoring inactive user and computer accounts. Accounts can become obsolete for many reasons including long absences or employees leaving an organization but it is essential to keep track of these accounts as they can become a significant security threat if left unmanaged.

The focus at Lepide is to provide visibility over what's happening with your network and through visibility you can take the necessary steps to mitigate risk and stay compliant. Once you have visibility over any inactive user accounts it is a straightforward process to take action to disable or remove them.

This guide is in two parts. The first explains the ways in which you can use Lepide Data Security Platform to reduce the chance of a data breach in the case of tracking inactive (stale) users. The second section gives step-by-step instructions on how to configure the solution to meet your requirements.

2. Access Governance

Access Governance is the process of monitoring and controlling who within an organization has access rights and ensuring that users only have access to those functions that are absolutely necessary to do their job. The need for access governance has become more evident as organizations seek to remain compliant and to manage risk with a more strategic approach.

Within the process of monitoring all network user privileges, it is essential that inactive (stale) user accounts are reported on regularly as if they are left unnoticed, these obsolete Active Directory accounts are a significant threat to network security within an organization. Without Access Governance processes in place, these obsolete accounts could be used by an attacker or former employee to gain access to the network and cause a data breach.

However, while the constant monitoring of user accounts is achievable, it can be complex and time consuming without the right solution in place.

3. The Solution

The Lepide Data Security Platform provides a complete solution that simplifies the detection and clean-up of obsolete accounts in Active Directory.

By using both the **Inactive User Report** and **Active Directory Cleaner**, it is possible to identify user accounts which are inactive and to automate and schedule Active Directory clean-up actions. This clean-up process can be run at regular intervals so that any stale users can be identified frequently and appropriate action taken.

The automated actions which can be configured for inactive users include resetting passwords, deleting or disabling accounts, and moving inactive accounts to another Organizational Unit.

4. How to Configure the Tracking of Inactive Users

4.1. Prerequisites

Before reporting and alerting on inactive users, you will need to have added and configured an Active Directory component. For information on how to do this please see the Active Directory Quick Guide.

4.2. How to Track Inactive Users

Inactive users can be tracked within the Lepide Data Security Platform by the following:

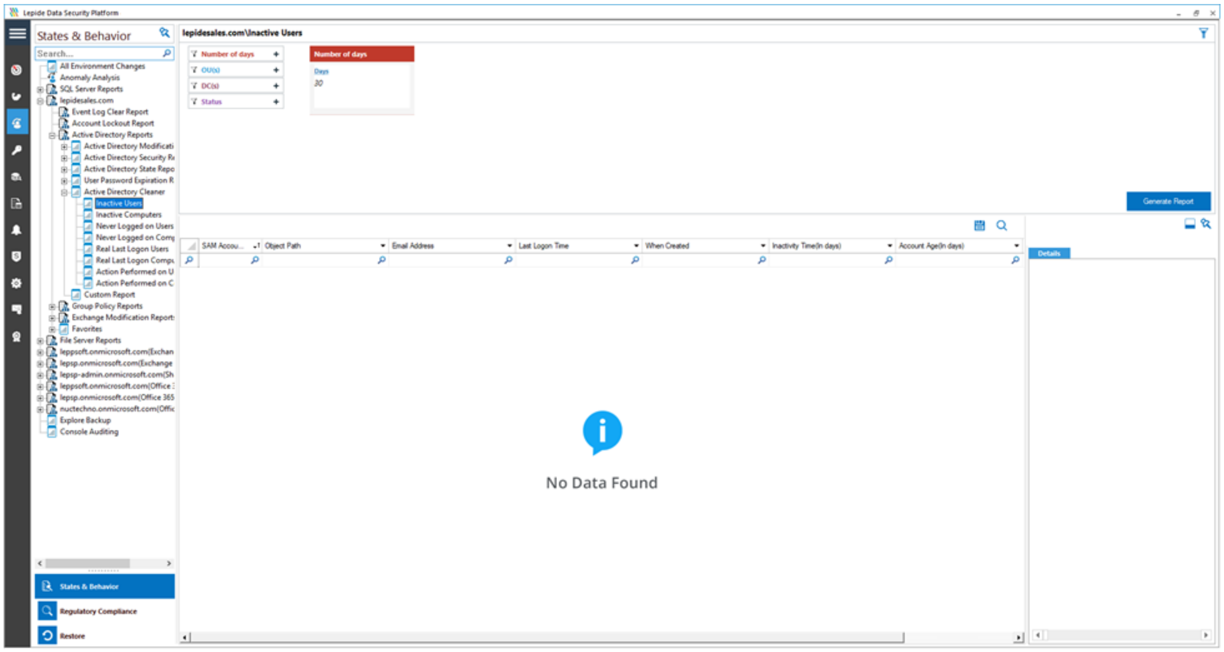
- Running the Inactive Users Report
- Configuring an Action Template within the Active Directory Cleaner functionality

4.3. The Inactive Users Report

The Inactive Users Report will list all inactive users within a specified time frame.

To run the report:

- Click the **User & Entity Behavior Analytics** icon
- To the left-hand side of the screen is a tree structure listing the reports
- Expand the file server name (from the tree structure)
- Expand **Active Directory Reports**
- Expand **Active Directory Cleaner**
- Click on **Inactive Users** to display the **Inactive Users Report:**



Number of days
Days
30

No Data Found

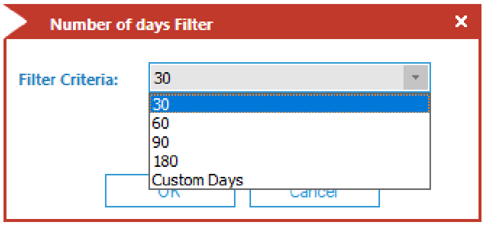
Figure 1: Inactive Users Screen

'No Data Found' will be displayed until you specify the number of days and generate the report. This is explained as follows:

Specify a Date Range

1. From the top of the screen, under **Number of days** click **Days** to choose the number of days for the report. This will be the number of days for which the account has been inactive ie since the user last logged onto their account.

The following dialog box is displayed:



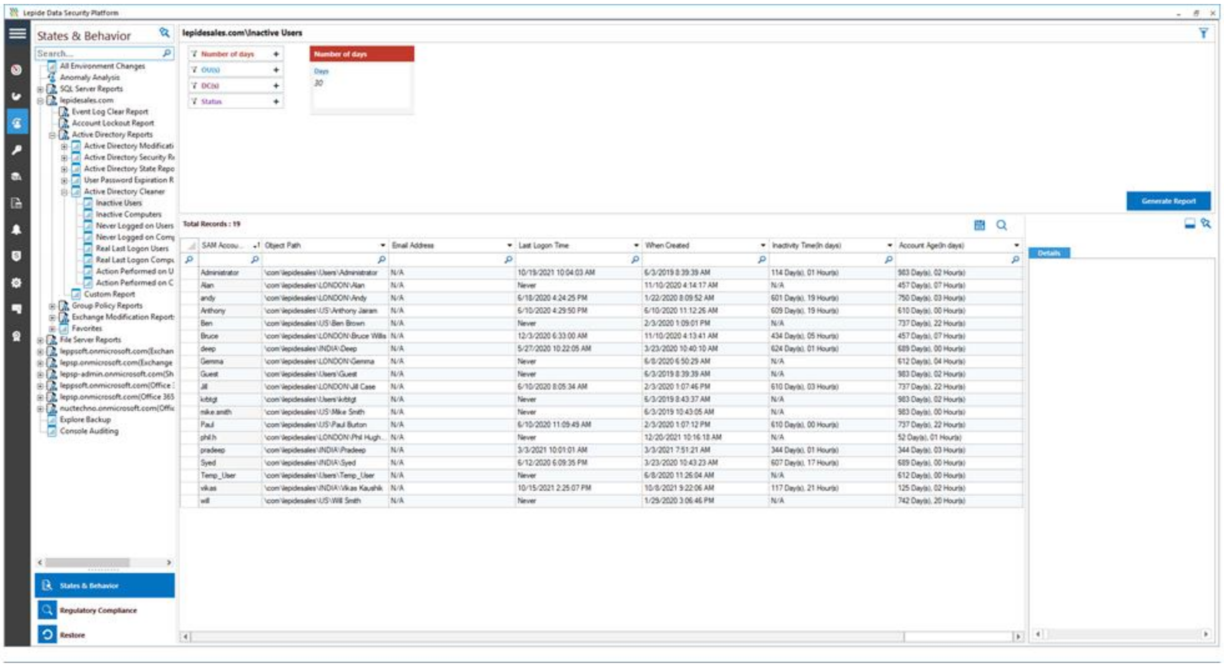
Filter Criteria: 30

Figure 2: Number of Days Filter

2. Select the number of days from the list

3. Click **OK** and you will return to the Inactive Users screen

4. Click **Generate Report**



lepidesales.com\Inactive Users

Number of days
Days
30

Total Records : 19

SAM Accou...	Object Path	Email Address	Last Logon Time	When Created	Inactivity Time(In days)	Account Age(In days)
Administrator	\com\lepidesales\Users\Administrator	N/A	10/19/2021 10:04:03 AM	6/3/2019 8:39:39 AM	114 Day(s), 01 Hour(s)	983 Day(s), 02 Hour(s)
Alan	\com\lepidesales\LONDON\Alan	N/A	Never	11/10/2020 4:14:17 AM	N/A	457 Day(s), 07 Hour(s)
andy	\com\lepidesales\LONDON\Andy	N/A	6/18/2020 4:24:25 PM	1/22/2020 8:09:52 AM	601 Day(s), 19 Hour(s)	750 Day(s), 03 Hour(s)
Anthony	\com\lepidesales\US\Anthony Jaram	N/A	6/10/2020 4:29:50 PM	6/10/2020 11:12:26 AM	609 Day(s), 19 Hour(s)	610 Day(s), 00 Hour(s)
Ben	\com\lepidesales\US\Ben Brown	N/A	Never	2/3/2020 1:09:01 PM	N/A	737 Day(s), 22 Hour(s)
Bruce	\com\lepidesales\LONDON\Bruce Willis	N/A	12/3/2020 6:33:00 AM	11/10/2020 4:13:41 AM	434 Day(s), 05 Hour(s)	457 Day(s), 07 Hour(s)
deep	\com\lepidesales\INDIA\Deep	N/A	5/27/2020 10:22:05 AM	3/23/2020 10:40:10 AM	624 Day(s), 01 Hour(s)	689 Day(s), 00 Hour(s)
Gemma	\com\lepidesales\LONDON\Gemma	N/A	Never	6/8/2020 6:50:29 AM	N/A	612 Day(s), 04 Hour(s)
Guest	\com\lepidesales\Users\Guest	N/A	Never	6/3/2019 8:39:39 AM	N/A	983 Day(s), 02 Hour(s)
Jill	\com\lepidesales\LONDON\Jill Case	N/A	6/10/2020 8:05:34 AM	2/3/2020 1:07:46 PM	610 Day(s), 03 Hour(s)	737 Day(s), 22 Hour(s)
kiblgt	\com\lepidesales\Users\kiblgt	N/A	Never	6/3/2019 8:43:37 AM	N/A	983 Day(s), 02 Hour(s)
mike.smith	\com\lepidesales\US\Mike Smith	N/A	Never	6/3/2019 10:43:05 AM	N/A	983 Day(s), 00 Hour(s)
Paul	\com\lepidesales\US\Paul Burton	N/A	6/10/2020 11:09:49 AM	2/3/2020 1:07:12 PM	610 Day(s), 00 Hour(s)	737 Day(s), 22 Hour(s)
phil.h	\com\lepidesales\LONDON\Phil Hugh...	N/A	Never	12/20/2021 10:16:18 AM	N/A	52 Day(s), 01 Hour(s)
pradeep	\com\lepidesales\INDIA\Pradeep	N/A	3/3/2021 10:01:01 AM	3/3/2021 7:51:21 AM	344 Day(s), 01 Hour(s)	344 Day(s), 03 Hour(s)
Syed	\com\lepidesales\INDIA\Syed	N/A	6/12/2020 6:09:35 PM	3/23/2020 10:43:23 AM	607 Day(s), 17 Hour(s)	689 Day(s), 00 Hour(s)
Temp_User	\com\lepidesales\Users\Temp_User	N/A	Never	6/8/2020 11:26:04 AM	N/A	612 Day(s), 00 Hour(s)
vikas	\com\lepidesales\INDIA\Vikas Kaushik	N/A	10/15/2021 2:25:07 PM	10/8/2021 9:22:06 AM	117 Day(s), 21 Hour(s)	125 Day(s), 02 Hour(s)
will	\com\lepidesales\US\Will Smith	N/A	Never	1/29/2020 3:06:46 PM	N/A	742 Day(s), 20 Hour(s)

Figure 3: Inactive Users Report

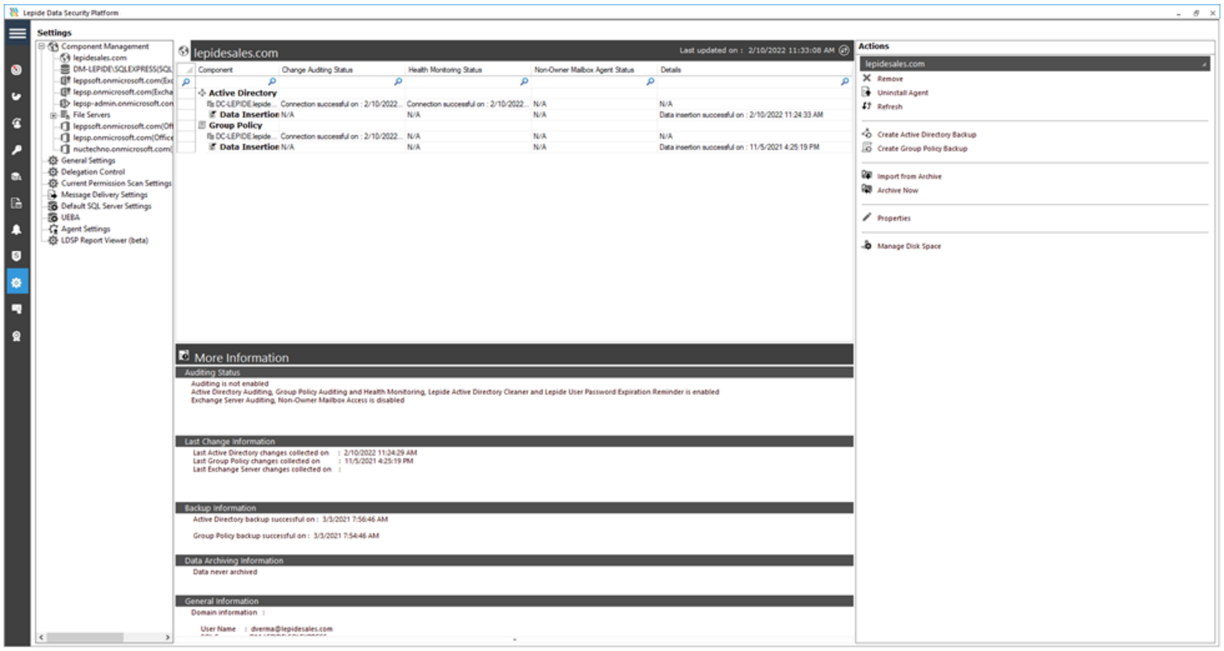
- The report runs and shows those Users who have been inactive within the specified number of days. The report includes Account Name, Object Path, Email Address and Last Logon Time.
- The report can be scheduled, saved, and exported.

4.4. Configuring the Active Directory Cleaner

The Active Directory Cleaner function enables you to configure alerts and remedial actions for inactive users.

The **Active Directory Cleaner** option is found in **Advanced Domain Configuration**.
To display the Advanced Domain Configuration screen, do the following:

1. Click the **Settings** icon
2. Click on the **Active Directory Component** and the following screen will be displayed:


Lepide Data Security Platform
Settings
Component Management
lepidesales.com
DM-LEPIDE\SQLEXPRESS(SQL
leppsoft.onmicrosoft.com(Exc
lepsp.onmicrosoft.com(Excha
lepsp-admin.onmicrosoft.con
File Servers
leppsoft.onmicrosoft.com(Off
lepsp.onmicrosoft.com(Office
nuctechno.onmicrosoft.com(
General Settings
Delegation Control
Current Permission Scan Settings
Message Delivery Settings
Default SQL Server Settings
UEBA
Agent Settings
LDSP Report Viewer (beta)
lepidesales.com
Actions
lepidesales.com
Remove
Uninstall Agent
Refresh
Create Active Directory Backup
Create Group Policy Backup
Import from Archive
Archive Now
Properties
Manage Disk Space
More Information

Last updated on : 2/10/2022 11:33:08 AM

Component	Change Auditing Status	Health Monitoring Status	Non-Owner Mailbox Agent Status	Details
Active Directory				
DC-LEPIDE.lepide...	Connection successful on : 2/10/2022...	Connection successful on : 2/10/2022...	N/A	N/A
Data Insertion	N/A	N/A	N/A	Data insertion successful on : 2/10/2022 11:24:33 AM
Group Policy				
DC-LEPIDE.lepide...	Connection successful on : 2/10/2022...	N/A	N/A	N/A
Data Insertion	N/A	N/A	N/A	Data insertion successful on : 11/5/2021 4:25:19 PM

Auditing Status

Auditing is not enabled
Active Directory Auditing, Group Policy Auditing and Health Monitoring, Lepide Active Directory Cleaner and Lepide User Password Expiration Reminder is enabled
Exchange Server Auditing, Non-Owner Mailbox Access is disabled

Last Change Information

Last Active Directory changes collected on : 2/10/2022 11:24:29 AM
Last Group Policy changes collected on : 11/5/2021 4:25:19 PM
Last Exchange Server changes collected on :

Backup Information

Active Directory backup successful on : 3/3/2021 7:56:46 AM

Group Policy backup successful on : 3/3/2021 7:54:46 AM

Data Archiving Information

Data never archived

General Information

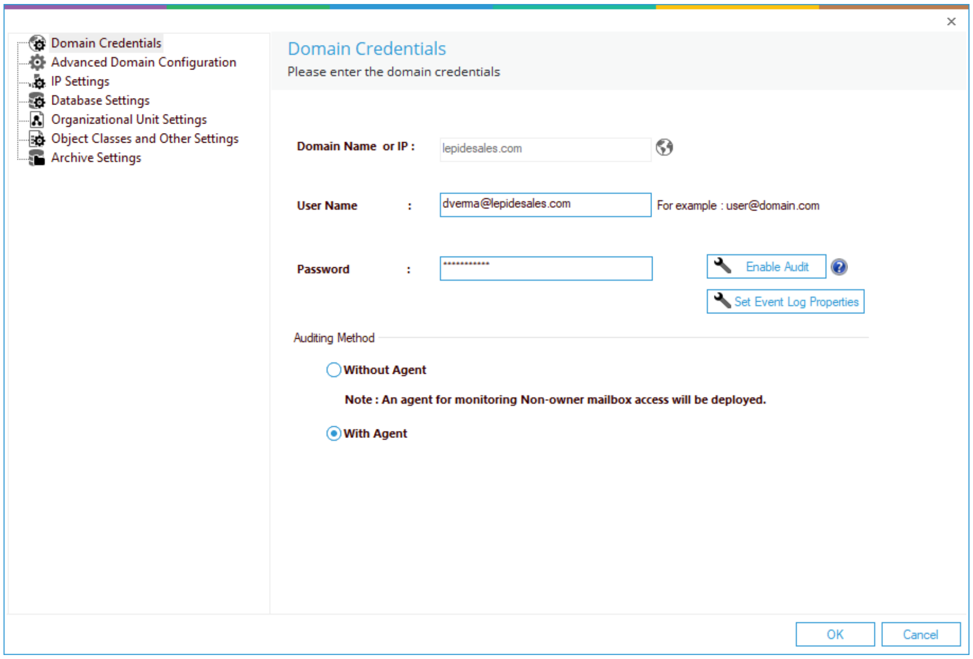
Domain information :

User Name : dverma@lepidesales.com

Figure 4: Active Directory Settings

3. Click **Properties** (found on the right-hand side of the screen)

The Domain Credentials dialog box is displayed:



Domain Credentials

Please enter the domain credentials

Domain Name or IP : lepidesales.com

User Name : dverma@lepidesales.com For example : user@domain.com

Password : ***********

Auditing Method

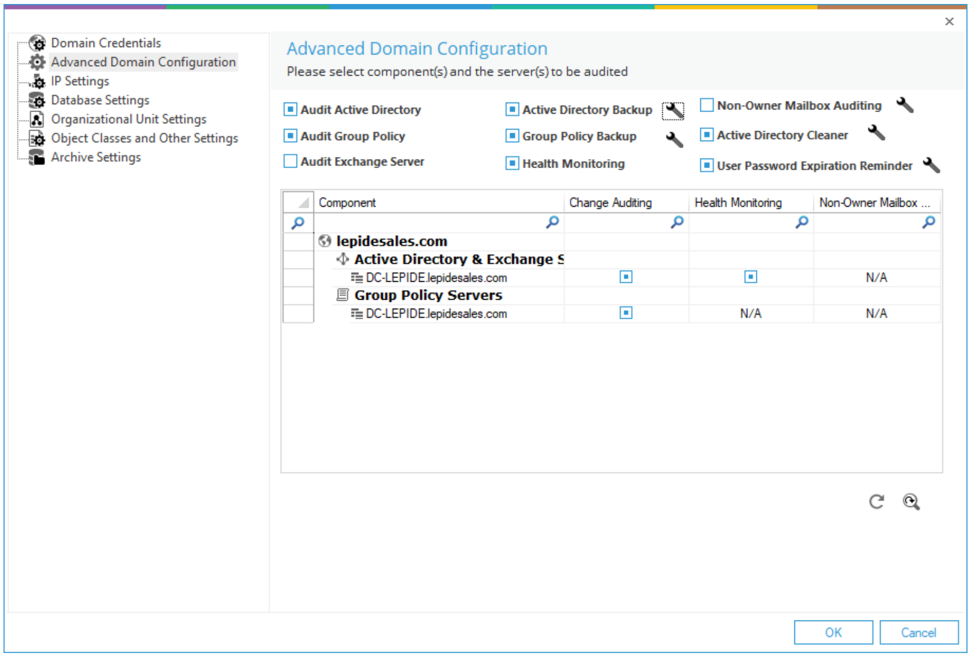
○ Without Agent

Note : An agent for monitoring Non-owner mailbox access will be deployed.

● With Agent

Figure 5: Domain Credentials

4. Choose **Advanced Domain Configuration** (from the left-hand list of options) and the Advanced Domain Configuration dialog box is displayed:


Domain Credentials
Advanced Domain Configuration
IP Settings
Database Settings
Organizational Unit Settings
Object Classes and Other Settings
Archive Settings
OK
Cancel

Advanced Domain Configuration

Please select component(s) and the server(s) to be audited

☑ Audit Active Directory ☑ Active Directory Backup □ Non-Owner Mailbox Auditing

☑ Audit Group Policy ☑ Group Policy Backup ☑ Active Directory Cleaner

□ Audit Exchange Server ☑ Health Monitoring ☑ User Password Expiration Reminder

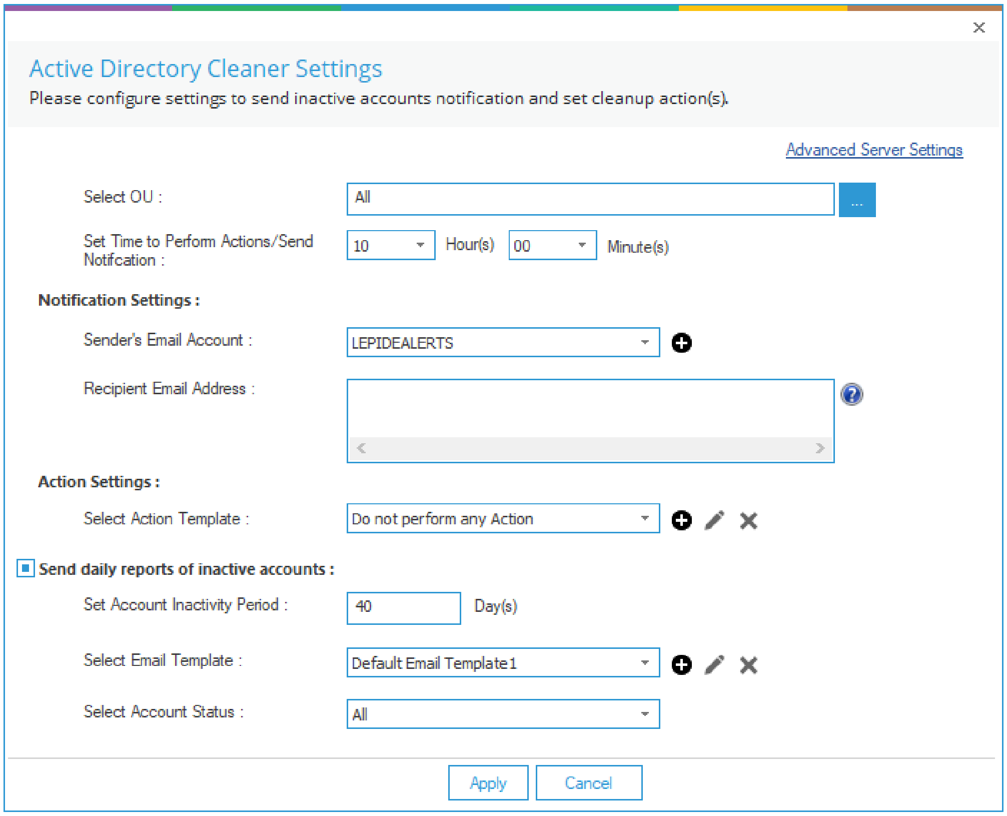
Component	Change Auditing	Health Monitoring	Non-Owner Mailbox ...
lepidesales.com			
Active Directory & Exchange S			
DC-LEPIDE.lepidesales.com	☑	☑	N/A
Group Policy Servers			
DC-LEPIDE.lepidesales.com	☑	N/A	N/A

Figure 6: Advanced Domain Configuration

5. Check the **Active Directory Cleaner** option to enable it
6. Once enabled, you can click the adjacent 🔧 icon to open the Active Directory Cleaner settings dialog box:

4.4.1. Active Directory Cleaner Settings

Here you can configure settings to send notifications to inactive accounts and set up cleanup actions.



Active Directory Cleaner Settings

Please configure settings to send inactive accounts notification and set cleanup action(s).

Select OU : All

Set Time to Perform Actions/Send Notifcation : 10 Hour(s) 00 Minute(s)

Notification Settings :

Sender's Email Account : LEPIDEALERTS

Recipient Email Address :

Action Settings :

Select Action Template : Do not perform any Action

☐ **Send daily reports of inactive accounts :**

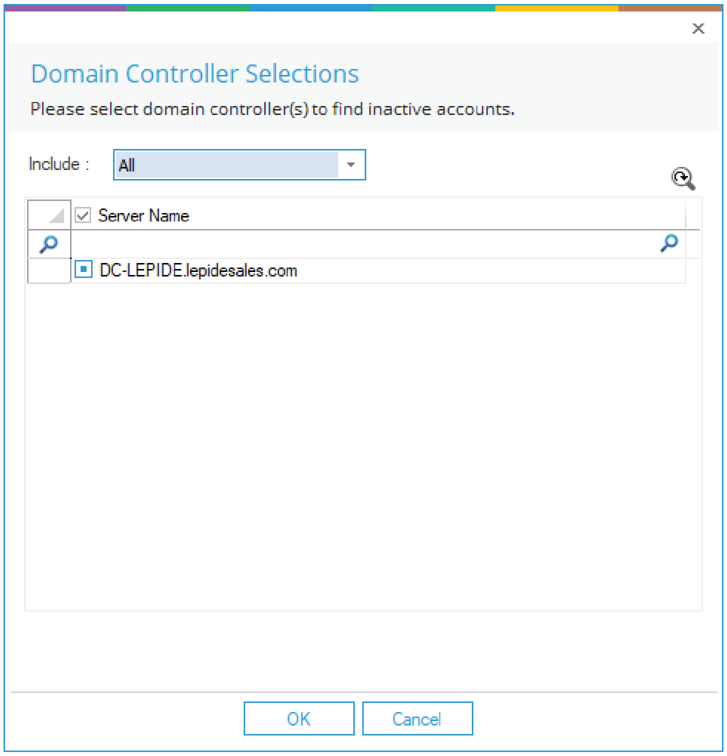
Set Account Inactivity Period : 40 Day(s)

Select Email Template : Default Email Template1

Select Account Status : All

Figure 7: Active Directory Cleaner Settings

1. Click the **Advanced Server Settings** link (top right of the dialog box) to select the domain controllers for which you want to enable the **Active Directory Cleaner:**



Domain Controller Selections

Please select domain controller(s) to find inactive accounts.

Include : All

☑ Server Name

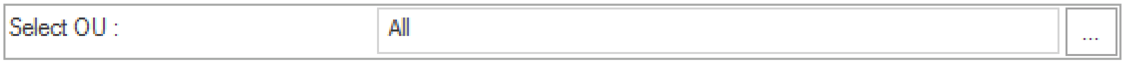
■ DC-LEPIDE.lepidesales.com

Figure 8: Select Domain Controllers

2. Check the domain controllers where you want to enable the cleanup feature. Uncheck the domain controllers where this feature is not required.

3. Click **OK** to apply the settings. It takes you back to the Active Directory Cleaner Settings dialog box.

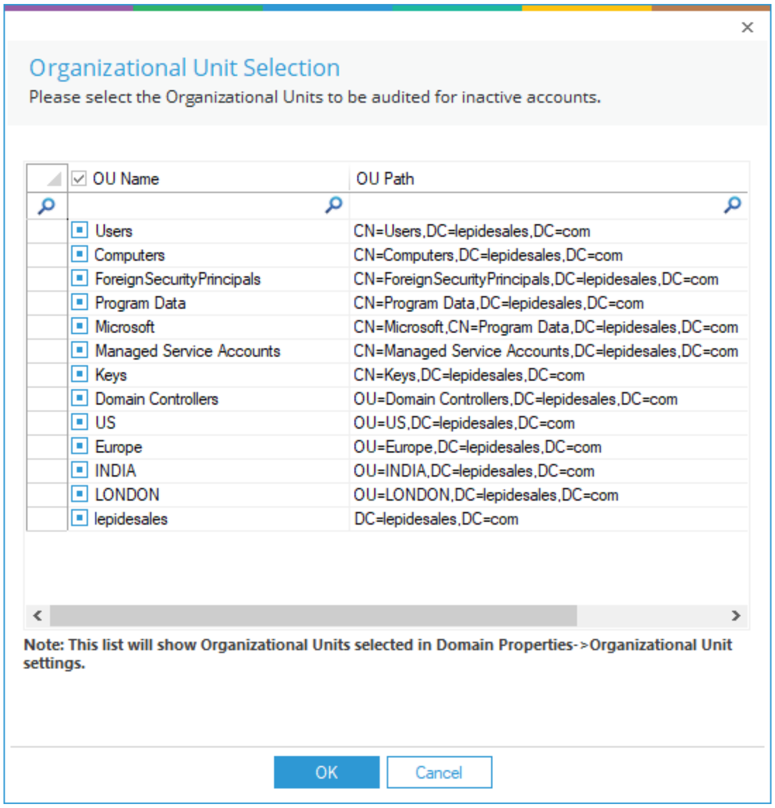
4. **Organizational Unit**: You need to select the Organizational Units (OU's) for which the alerts will be generated. You can select **All** to select all Organizational Units.



Select OU : All

Figure 9: Option to select Organizational Unit

Click the ... icon to display the Organizational Units.



Organizational Unit Selection

Please select the Organizational Units to be audited for inactive accounts.

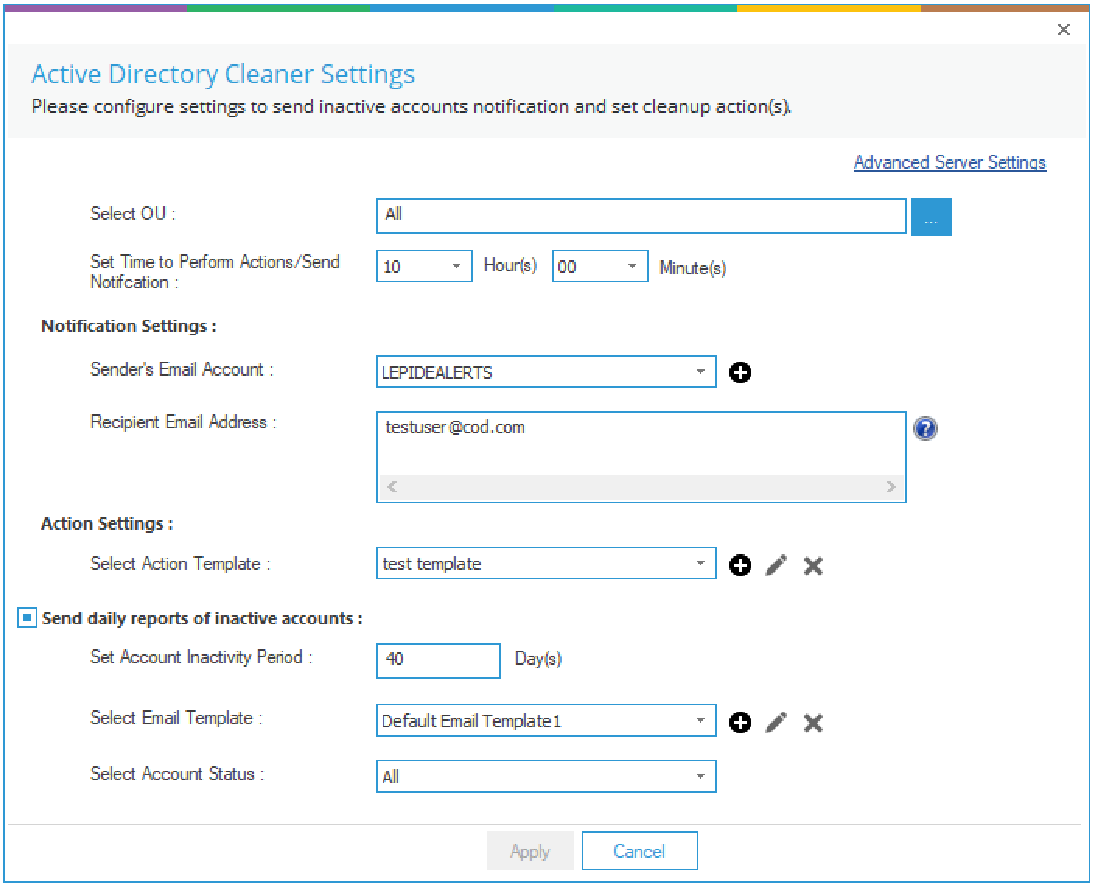
☑ OU Name	OU Path
▣ Users	CN=Users,DC=lepidesales,DC=com
▣ Computers	CN=Computers,DC=lepidesales,DC=com
▣ ForeignSecurityPrincipals	CN=ForeignSecurityPrincipals,DC=lepidesales,DC=com
▣ Program Data	CN=Program Data,DC=lepidesales,DC=com
▣ Microsoft	CN=Microsoft,CN=Program Data,DC=lepidesales,DC=com
▣ Managed Service Accounts	CN=Managed Service Accounts,DC=lepidesales,DC=com
▣ Keys	CN=Keys,DC=lepidesales,DC=com
▣ Domain Controllers	OU=Domain Controllers,DC=lepidesales,DC=com
▣ US	OU=US,DC=lepidesales,DC=com
▣ Europe	OU=Europe,DC=lepidesales,DC=com
▣ INDIA	OU=INDIA,DC=lepidesales,DC=com
▣ LONDON	OU=LONDON,DC=lepidesales,DC=com
▣ lepidesales	DC=lepidesales,DC=com

Note: This list will show Organizational Units selected in Domain Properties->Organizational Unit settings.

Figure 10: Select the Organizational Units

- Check the boxes of Organizational Units to enable the cleanup for them. Uncheck the OUs where this feature is not required.
- Click **OK** to apply the settings.

It takes you back to the previous dialog box:



Active Directory Cleaner Settings

Please configure settings to send inactive accounts notification and set cleanup action(s).

Advanced Server Settings

Select OU : All

Set Time to Perform Actions/Send Notifcation : 10 Hour(s) 00 Minute(s)

Notification Settings :

Sender's Email Account : LEPIDEALERTS

Recipient Email Address : testuser@cod.com

Action Settings :

Select Action Template : test template

■ **Send daily reports of inactive accounts :**

Set Account Inactivity Period : 40 Day(s)

Select Email Template : Default Email Template1

Select Account Status : All

Figure 11: Active Directory Cleaner Settings

5. **Set Time**: Select the time at which either the action is to be performed, or the notification email sent.
6. **Notification Settings**: This section lets you configure the notification settings. It contains the following options.
   a. **Sender's Email Account**: Select the email account **from which** you want to send the alert emails. The added email accounts of **Message Delivery Settings** will be listed here in the drop-down menu. You can also click the ⊕ icon to add another account.
   b. **Recipient Email Address:** Enter the email addresses of the **recipients to which** you want to send the notifications about the inactive accounts, their inactive period, and actions taken on inactive accounts.
7. **Action Settings**: Here, you can configure the action settings.
   a. **Select Action Template**: An Action Template allows you to perform actions such

as random password setting, disabling accounts, moving accounts to a particular OU, and deleting accounts, after a specified number of days. You can also set notifications to inform the Administrator when the application automatically performs these actions.

See Section 4.4.2, below for more information on how to create, modify and delete Action Templates.

8. **Send Daily Reports**: Check this option to send daily reports for inactive accounts. With this option checked, the following settings become available:

    a. **Select Account Inactivity Period:** Enter the number of days after which an account will be termed as an **Inactive Account**.

    b. **Select Email Template**: Specify the email template which will be used when sending the alert email to the recipients. You can use the default email template, modify it, or create a new custom one. See section 4.4.3 for further information about email templates.

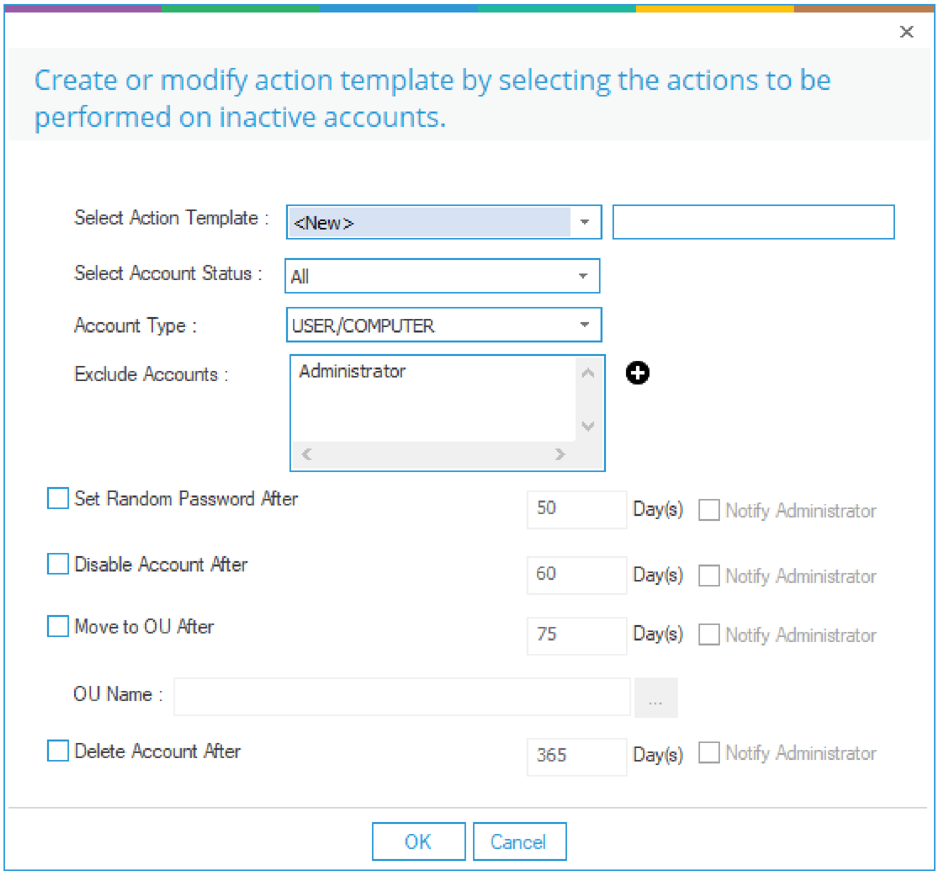
    c. **Select Account Status**: This can be All, Enabled Only or Disabled Only

4.4.2. Action Templates

To Create a new Action Template:

- Click the ⊕ icon (within the Action Settings area of the Active Directory Cleaner Settings dialog box) to add a new action template.

The following dialog box is displayed:



Create or modify action template by selecting the actions to be performed on inactive accounts.

Select Action Template : <New>

Select Account Status : All

Account Type : USER/COMPUTER

Exclude Accounts : Administrator

□ Set Random Password After 50 Day(s) □ Notify Administrator

□ Disable Account After 60 Day(s) □ Notify Administrator

□ Move to OU After 75 Day(s) □ Notify Administrator

OU Name :

□ Delete Account After 365 Day(s) □ Notify Administrator

Figure 12: Creating an Action Template

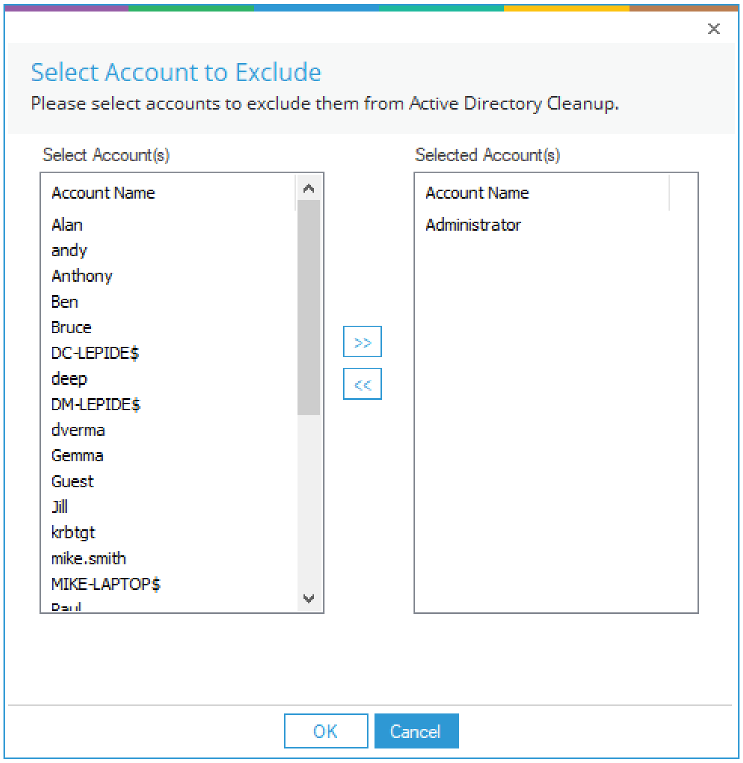
- Follow the steps below to create a new template.
  - **Select Action Template**: Select **New** in the drop-down menu.

    Type a name for the Action Template in **Template Name** text box.

    Select Account Status:
- **Account Type:** Select the account types to apply the action to:
  - **User/Computer**: Select this to apply the action on both user and computer accounts.
  - **User Only**: Select this to apply the action only on user accounts.
  - **Computer Only**: Select this to apply the action only on computer accounts.

- **Exclude Accounts:**Click the ⊕ icon to add accounts to exclude.

- Follow the steps below to choose which accounts to exclude:



Select Account to Exclude

Please select accounts to exclude them from Active Directory Cleanup.

Select Account(s)

Account Name
Alan
andy
Anthony
Ben
Bruce
DC-LEPIDE$
deep
DM-LEPIDE$
dverma
Gemma
Guest
Jill
krbtgt
mike.smith
MIKE-LAPTOP$

Selected Account(s)

Account Name
Administrator

Figure 13: Excluding the Users from AD Cleanup

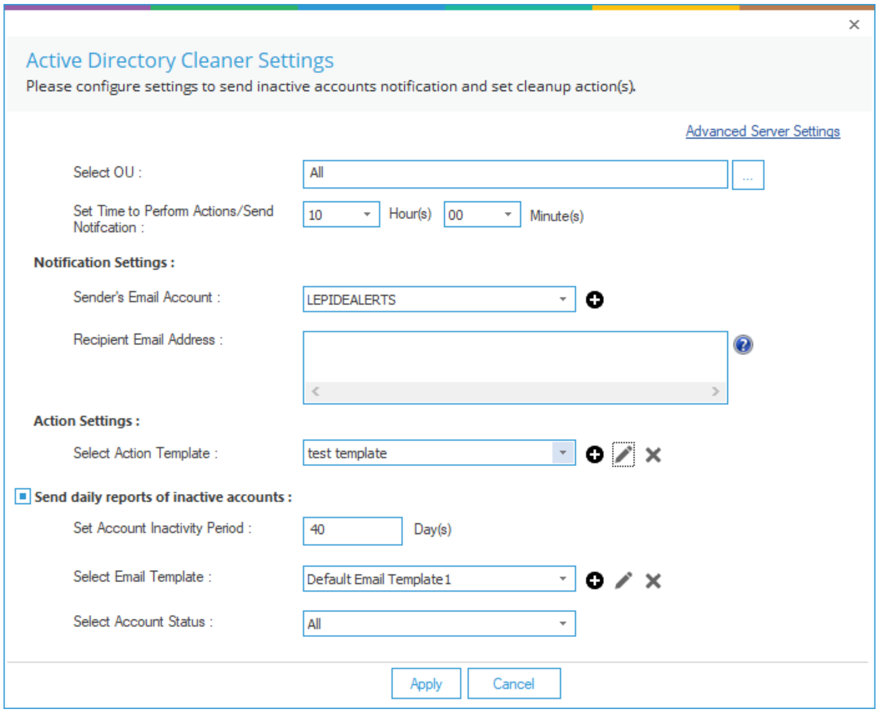
  - All user and computer accounts are listed in the left column under **Select Account(s)**.
  - **Administrator** is by default excluded from the cleanup.
  - From the left column, select the accounts to be excluded.
  - Click the >> button to add them to the **Selected Accounts** column.
  - Click the << button to remove the selected account from the exclusion list.
  - Click **OK** to apply the settings.

From the Create or Modify Action Template dialog box:

- Select any of the following actions as required. You need to specify the number of days for an inactivity period for each option:
  - **Set Random Password After**: Select this option to applya random password to the inactive account.

- **Disable Account After**: Select this option to disable the inactive account.
- **Move to OU After**: Select this option to move the inactive account to an Organizational Unit. You can select the Organizational Unit where the account will be moved to.
- **Delete Account After**: Select this option to delete the inactive accounts.

NOTE: For each action, you can select the Notify Administrator option to send a notification to the Administrator about the action taken on an inactive account.



Active Directory Cleaner Settings

Please configure settings to send inactive accounts notification and set cleanup action(s).

Advanced Server Settings

Select OU : All

Set Time to Perform Actions/Send Notifcation : 10 Hour(s) 00 Minute(s)

Notification Settings :

Sender's Email Account : LEPIDEALERTS

Recipient Email Address :

Action Settings :

Select Action Template : test template

■ Send daily reports of inactive accounts :

Set Account Inactivity Period : 40 Day(s)

Select Email Template : Default Email Template1

Select Account Status : All

Figure 14: Active Directory Cleaner

- Click **OK** to return to the Active Directory Cleaner dialog box:

To Modify an Action Template:

- Click the ✎ icon to icon (within the Action Settings area of the Active Directory Cleaner Settings dialog box) to modify the selected action template

You can change the actions to be taken on inactive accounts and set them for users, computers, or both. However, you **cannot** change the template name.

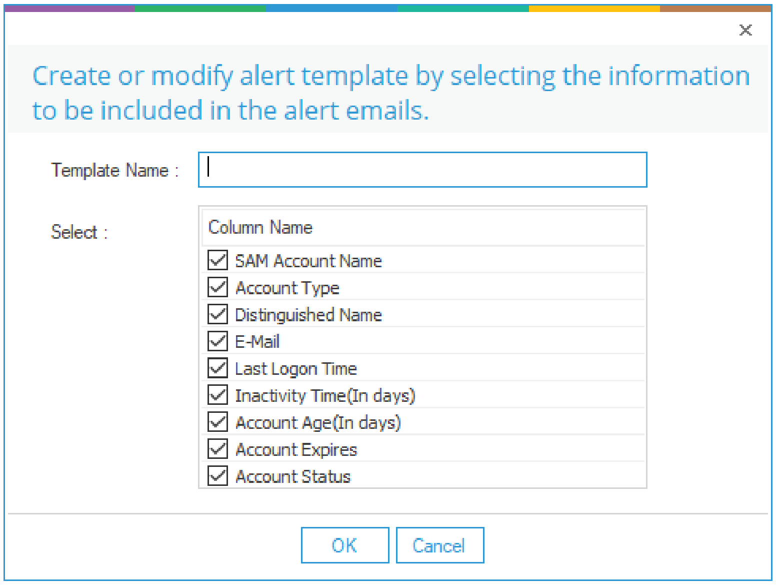
To Delete an Action Template:

- Click the ✕ icon (within the Action Settings area of the Active Directory Cleaner Settings dialog box) to remove the selected template.

4.4.3. Email Templates

To Create an Email Template:

- Click the ⊕ icon (from the Active Directory Cleaner Settings dialog box) to add a new email template. The following dialog box will be displayed:



Create or modify alert template by selecting the information to be included in the alert emails.

Template Name :

Select :

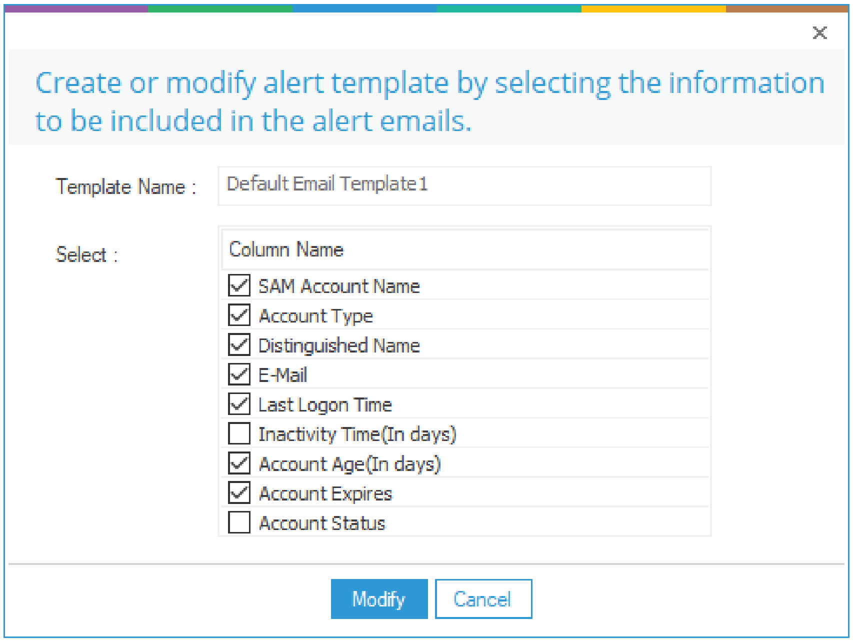
Column Name
☑ SAM Account Name
☑ Account Type
☑ Distinguished Name
☑ E-Mail
☑ Last Logon Time
☑ Inactivity Time(In days)
☑ Account Age(In days)
☑ Account Expires
☑ Account Status

Figure 15: Creating a New Alert Email Template

- Follow the steps below to add a new email template:
  - Provide a name for the template.
  - The Column Name section lets you select which columns you want to be added to the email.
  - Check the boxes of information to be included and uncheck the boxes to be excluded.
  - Click **OK** to add the template.

To Modify an Email Template:

- Select a template from the drop-down menu (from the Active Directory Cleaner Settings dialog box) and click the✏ icon to modify it. You can change the columns to be included in the email template by checking or unchecking the boxes).



Create or modify alert template by selecting the information to be included in the alert emails.

Template Name : Default Email Template1

Select :

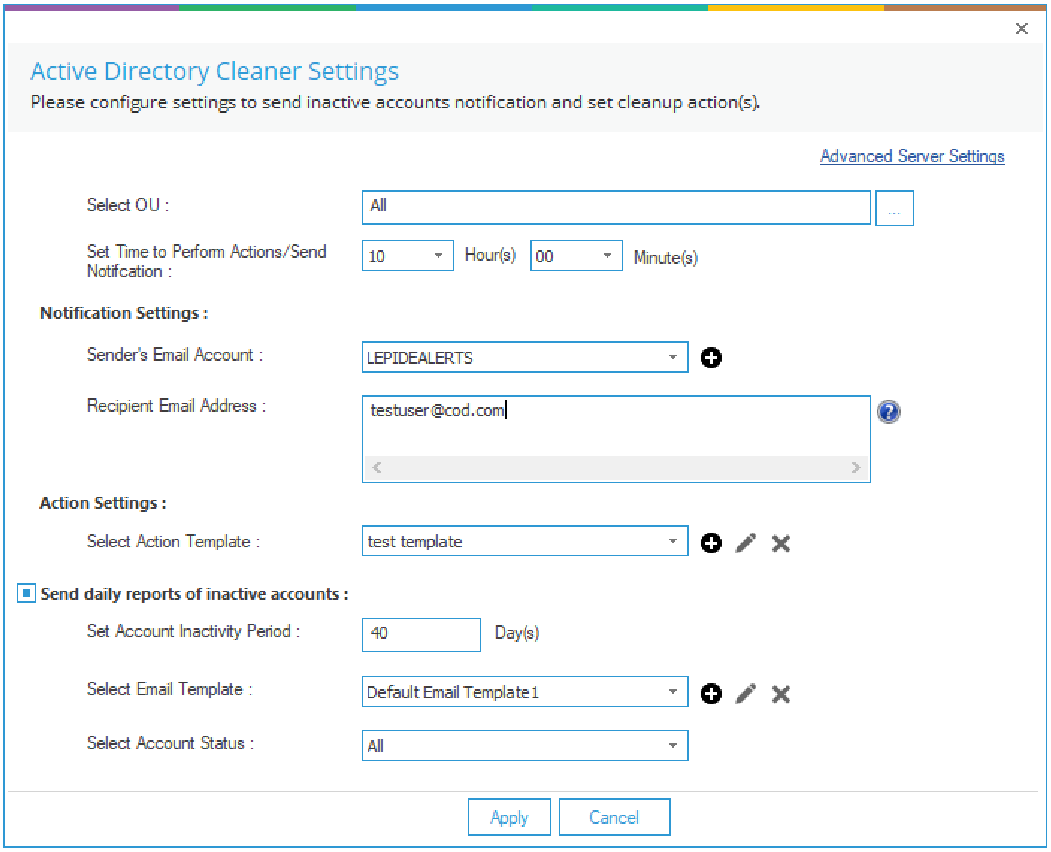
Column Name
☑ SAM Account Name
☑ Account Type
☑ Distinguished Name
☑ E-Mail
☑ Last Logon Time
□ Inactivity Time(In days)
☑ Account Age(In days)
☑ Account Expires
□ Account Status

Figure 16: Modifying an Alert Email Template

To Delete an Email Template:

- Select a template from the drop-down menu (from the Active Directory Cleaner Settings dialog box) and click the ✖ icon to remove the email template.

The following is a screenshot of the sample details filled in **Active Directory Cleaner Settings**:



Active Directory Cleaner Settings

Please configure settings to send inactive accounts notification and set cleanup action(s).

Select OU : All

Set Time to Perform Actions/Send Notifcation : 10 Hour(s) 00 Minute(s)

Notification Settings :

Sender's Email Account : LEPIDEALERTS

Recipient Email Address : testuser@cod.com

Action Settings :

Select Action Template : test template

■ Send daily reports of inactive accounts :

Set Account Inactivity Period : 40 Day(s)

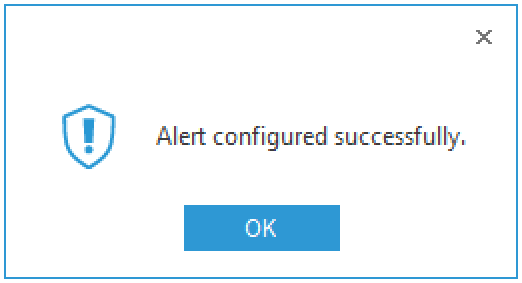
Select Email Template : Default Email Template1

Select Account Status : All

Figure 17: Sample Details

2. Click **Apply** to apply the Active Directory Cleaner Settings.

The following message box appears to confirm the successful configuration:



Alert configured successfully.

Figure 18: Successful Configuration of the Alert

3. Click **OK**.

4. Support

If you are facing any issues whilst installing, configuring or using the solution, you can connect with our team using the below contact information.

Product Experts

USA/Canada: +1(0)-800-814-0578

UK/Europe: +44 (0) -208-099-5403

Rest of the World: +91 (0) -991-004-9028

Technical Gurus

USA/Canada: +1(0)-800-814-0578

UK/Europe: +44 (0) -208-099-5403

Rest of the World: +91(0)-991-085-4291

Alternatively, visit https://www.lepide.com/contactus.html to chat live with our team. You can also email your queries to the following addresses:

sales@Lepide.com

support@Lepide.com

To read more about the solution, visit https://www.lepide.com/data-security-platform/.

5. Trademarks

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