Requesting a New Domain Account or Transfer

1. Go to the AD Tools website.


3. Log into AD Tools using your own domain account information.

4. Enter information about the new employee, the fields marked with an asterisk must be completed. Under System Access, check all the boxes that apply.
5. If the new employee’s name is close to a current employee’s name, a list of accounts will pop up. If the employee’s name appears, they already have an account. Select their name and click Continue. This will automatically convert this request into a Transfer Request. If the employee’s name does not appear, Choose ‘New Request’ and click continue.

6. When you are done, a list of your account and transfer requests will be shown.

Any questions, contact the ISD Help Desk at 275-3200.