

Users, Profiles, & MySites

ITP 206

*Managing a Changing SharePoint User
Population*



BEST PRACTICES SHAREPOINT CONFERENCE

Clarity.
Direction.
Confidence.

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- Mindsharp
- <http://www.Mindsharp.com>
- Paul.Stork@mindsharp.com
- Contributing Author
 - Developer's Guide to WSS 3.0
 - MOSS 2007 Best Practices
- Author (October, 2009)
 - MCTS: WSS 3.0 Configuration Study Guide (70-631)

About ME...



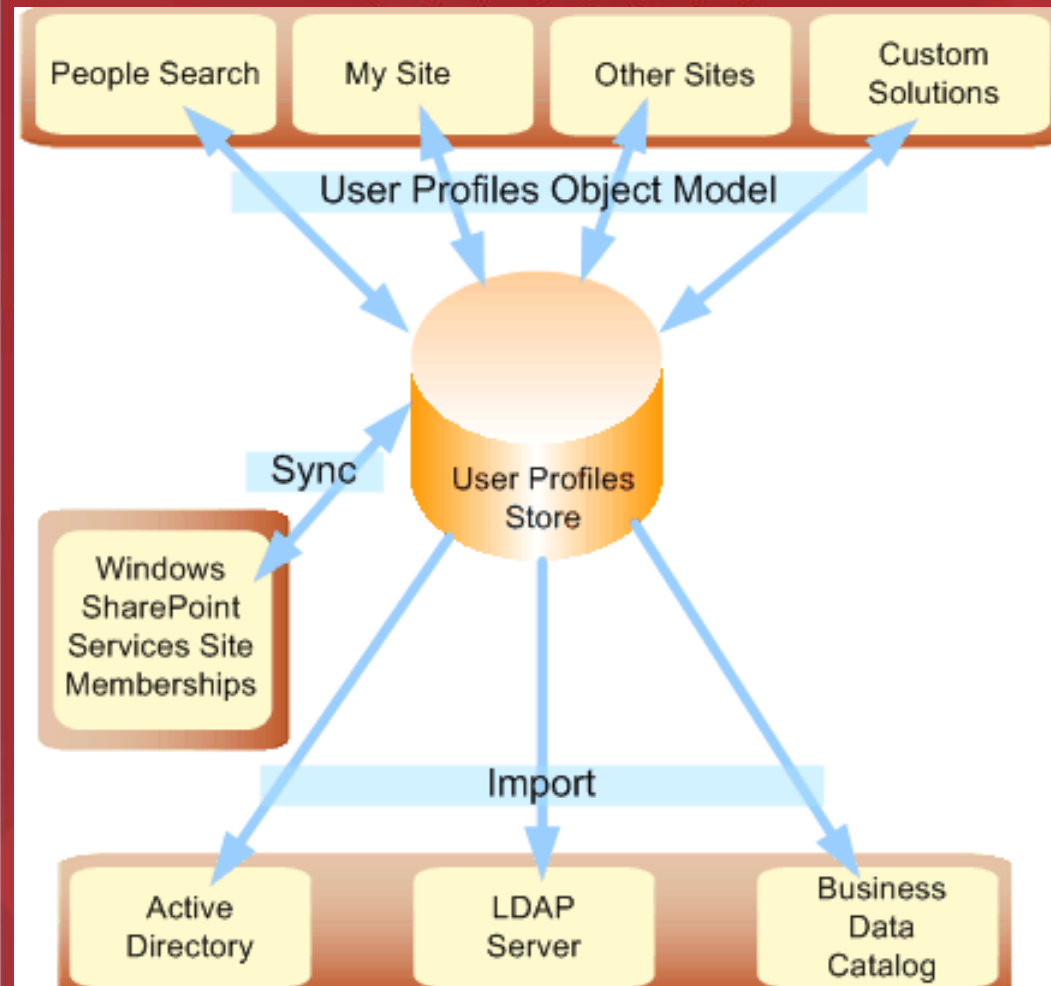
Agenda

- ▶ AD Users, Profiles, & WSS Site Users
- ▶ Cleaning up MySites and Profiles
 - How its supposed to work
 - Issues & weak points
 - Best Practices
- ▶ Other Profile Challenges
 - Display Name Changes
 - Privacy Concerns



AD Users, Profiles, & WSS Site Users

- ▶ Users who have contributed to a site are stored in a list
- ▶ Profiles are imported from AD, LDAP, or via BDC
- ▶ A timer job syncs profiles and user records hourly
- ▶ List metadata references users
- ▶ People search uses profiles



Cleaning up MySites and Profiles

► How its supposed to work

1. User's AD account/profile is deleted
2. User's Manager receives e-mail and access to User's MySite
3. Manager retrieves Intellectual Property from MySite
4. User's MySite is deleted



AD Account Deleted

- ▶ Profiles missing from 3 Imports are deleted
 - User can no longer sign in
 - Disabled users can be deleted too

Shared Services Administration: SSP01 > User Profile and Properties > View User Profiles



View User Profiles


Use this page to manage the user profiles in this Shared Service Provider. From this page you can also manage a user's personal site. [Learn more about managing user profiles.](#)

Total number of user profiles: 33

Missing from import: 1

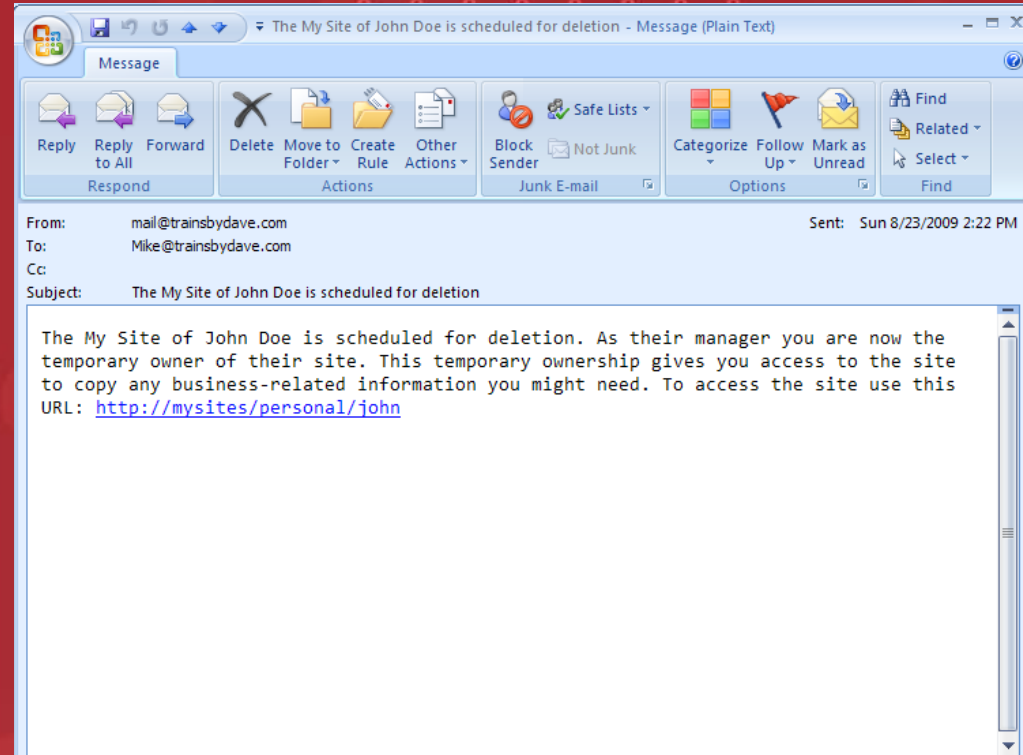
Find users whose starts with

 [New Profile](#) |  [Delete](#) | View: | [Go to page](#) of 1

|  | Account name | Preferred name | E-mail address |
|---|-------------------|----------------|-----------------------|
| <input type="checkbox"/> | TRAINSBYDAVE\John | John Doe | John@trainsbydave.com |

Manager Recieves eMail

- ▶ MySites Cleanup Job runs hourly
- Manager made Site Collection Administrator
- Manager can't reach home page
- Manager can access Lists and Libraries
- ▶ Pubic access removed also
- ▶ Manager arranges to move intellectual property manually



MySite is Automatically Deleted

- ▶ Site Use Confirmation and Deletion setting of MySites will eventually delete the site
 - Site is not archived before deletion
 - Deletion Approval is not required

Central Administration > Application Management > Site Use Confirmation and Deletion

Site Use Confirmation and Deletion

Use this page to require site owners to confirm that their Web site collections are in use. Additionally, configure automatic deletion for unused Web site collections.

| | |
|---|---|
| Web Application Select a Web application. | Web Application: http://mysites/ |
|---|---|

Confirmation and Automatic Deletion Settings
Specify whether site owners must confirm that their site collection is still in use, and how frequently to send e-mail confirmation notifications.

If notifications are enabled, you can also specify whether to delete the site collection automatically after sending a specific number of confirmation notices.

| | |
|--|---|
| <input checked="" type="checkbox"/> Send e-mail notifications to owners of unused site collections Start sending notifications <input type="text" value="365"/> days after site collection creation, or use is confirmed. Check for unused site collections, and send notices <input type="text" value="Daily"/> and run the check at <input type="text" value="12 am"/> <input type="text" value="00"/> | <input checked="" type="checkbox"/> Automatically delete the site collection if use is not confirmed Delete the site collection after sending <input type="text" value="28"/> notices Caution: Automatic deletion permanently removes all content and information from the site collection and any sites beneath it. |
|--|---|

OK Cancel

OK Cancel

Issues & Weak Points

- ▶ Lots of dependencies
 - Manager defined in Active Directory
 - “Dead Web Clean-up” Enabled
 - Full Profile imports scheduled
- ▶ Only works if user is Deleted
- ▶ References in people search generate errors

Best Practice Alternatives

- ▶ Ensure that all dependencies are in place
 - or -
- ▶ Create a Workflow for offboarding
 1. Disable AD users rather than delete them
 2. Delegate Site Collection Administrator role
 3. Mark profiles inactive with custom field
 4. Do not remove old users from People and Groups list



DEMO

OFFBOARDING TASKS

In this demonstration we will walk through the tasks involved in a normal offboarding process.

Other Profile Best Practices

- ▶ Active Directory property updates
 - Display Name changes
 - Manager property changes
 - Syncing profiles and user list
- ▶ Visibility of profile properties

Thank you for attending!

Please fill out your evaluation and
turn it in on the back table!

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