



## Converting Local Users to LDAP Accounts

### Overview

You may have created several local users account prior LDAP implementation within your organisation and would like to convert these users into LDAP users.

The LDAP user converter tool can be used to convert local Claromentis accounts to LDAP accounts synced and authenticated against an external Active Directory server.

The tool can be found under the `tools` tab in the area `Admin>System>LDAP`

under "Tools' tab

[⚡ LDAP Connections](#) [⚙ Options](#) [🔧 Tools](#)

This tool allows you to turn multiple Claromentis local user accounts into Active Directory accounts. This tool should be used with caution as users cannot be converted back to local accounts after they have been changed over.

Before running this tool you must have your AD server already set up and enabled in Claromentis. You will also need a text or CSV file containing the usernames of the Claromentis users to be changed over.

Choose the Directory these users will belong to.

AD1

Select the file containing usernames to convert.

Note: To prevent overloading the server and causing an adverse experience for other users, you are limited to processing no more than 200 usernames at a time. The maximum file size is 30kb.

Choose file No file chosen

Do the usernames already contain the NetBIOS domain?

This is in the format YOURDOMAIN\username, if the usernames do not already include the domain it will be added when the user accounts are converted.

Yes

Submit

The tool takes a file containing a list of usernames matching local accounts in Claromentis, it converts the usernames to NT4 format and associates them with the given directory.

There are various formats that can be used for usernames in Claromentis, some example username formats

Example	Type
username1234	Plain

Example	Type
YOURNETBIOSDOMAIN\username1234	NT4-style
username1234@YOURDOMAIN.COM	Win2000/Kerberos style

Claromentis as standard uses the **NT4-style** username format for storing Active Directory usernames in its database. We support syncing and logging in using Win2000/Kerberos-style usernames too, though the username will still be stored in NT4 format in the database.

## Pre-requisites for converting local users

The local account must be created using one of the formats in the table above, the username must match the user's username in AD (this is often the **sAMAccountName** field in AD, but this can be customised).

### Step 1: Choose the Directory these users will belong to.

The directory you wish to add the users to must already be set up and enabled in Claromentis, if it is, you'll be able to select it from the dropdown menu in the converter tool.

### Step 2: Create the file containing usernames to convert.

Note: To prevent overloading the server and causing an adverse experience for other users, you are limited to processing no more than 200 usernames at a time. The maximum file size is 30kb.

Recommended file type \*.CSV (Comma Separated Value) or Plain Text file, one username per line.

You can export existing username from the system by going to [Admin > People > Export Users](#)

Download CSV  
example

If your username already contain the NetBIOS domain then select "Yes" in the dropdown otherwise select "No"

Do the usernames already contain the NetBIOS domain?

This is in the format YOURDOMAIN\username, if the usernames do not already include the domain it will be added when the user accounts are converted.

No

Submit

### Step 3: Submit

Click Submit button to process the conversion.

After conversion, all the usernames will be changed to NT4-style

YOURDOMAIN\username

in the Claromentis database and those users will be associated with the Directory server you specified.

From then on they'll be synced from that server and your users are able to log in to Claromentis using their AD credentials, here is an

example looking at user's profile that has been converted into AD:

Admin / People Control Panel / Edit user info

Edit user information

Role

Group

Org chart

Other settings

Access level

Unclassified

Last time login

(Never)

User code

Username

AD1\user2

Account state

The status for this user is set in the external directory shown below.

Directory

AD1

Last modified on 6 December 2023 by [Hannah Door](#)

Created on 25 March 2019 by [Terence McKittrick](#)

Tags: [ldap](#), [local](#), [merge](#), [convert](#)