

# Add users with LDAP & Filters

**DO NOT IMPORT ALL PEOPLE AT ONCE. YOU WILL BREAK YOUR DATABASE AND NEED TO RESTORE A BACKUP.**

**(Settings -> Backup)**

**Speaking of which, make a backup before you follow these instructions.**

Prerequisite: **You must have an account that can view the information you want to get from your users.**

1. Settings -> LDAP
2. Enable LDAP
3. Fill in LDAP server, LDAP password, LDAP user
4. Bind DN -> dc=uci,dc=edu
5. Set your LDAP filter for a certain department or group of people you want to import.

For example: `&(&(eduPersonAffiliation=Faculty)(departmentNumber=IR8073))`

Get the department number from the LDAP attribute sheet at <https://docs.google.com/spreadsheets/d/1oalZMcZKvZmCj-rLNeuQwrm3gUpYjcF3upkeB4r4Up4/edit#gid=2088883341>

6. Fill out the bindings as shown below:

Username Field	<input type="text" value="uid"/>
Last Name	<input type="text" value="sn"/>
LDAP First Name	<input type="text" value="givenname"/>
LDAP Authentication query	<input "="" type="text" value="uid="/>
LDAP Version	<input type="text" value="3"/>
LDAP Active Flag	<input type="text"/>
	<small>This flag is used to determine whether a user can login to Snipe-IT and does not affect the ability to check items in or out to them.</small>
LDAP Employee Number	<input type="text" value="Example: employeenumber/employeeid"/>
LDAP Department	<input type="text" value="uciPrimaryDepartment"/>
LDAP Manager	<input type="text" value="Example: manager"/>
LDAP Email	<input type="text" value="mail"/>
LDAP Telephone Number	<input type="text" value="telephoneNumber"/>
LDAP Job Title	<input type="text" value="uciPrimaryTitle"/>
LDAP Country	<input type="text" value="c"/>
Test LDAP Sync	<input type="button" value="Test LDAP Synchronization"/>

7. Click test LDAP synchronization and make sure you are getting the results you want.

**MAKE A BACKUP.**

8. People -> LDAP sync on the top right. You can import the people from the LDAP filter you set in step 5.

9. If you don't have the right people imported, restore your backup.

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