# Checklist for migrate Teamwork Server to Active Directory authentication

This checklist helps you to prepare for migrate your Teamwork Server from built-in authentication to Active Directory authentication and make sure you won’t miss out the steps during the process. The complete migration procedures can be found at <http://knowhow.visual-paradigm.com/technical-support/server-configuration/migrate-vpts-to-ad-auth/>

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| **Step** | **Action Items** | **Completed?** |
| 1 | Configure Active Directory for Teamwork Server |  |
| 2 | Ask all user commit their changes and remove local projects |  |
| 3 | Backup Teamwork Server |  |
| 4 | Rename all existing Teamwork Server users |  |
| 5 | Change Teamwork Server to Active Directory authentication |  |
| 6 | Assign user to projects |  |
| 7 | Ask all user re-checkout projects from server |  |

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| --- | --- |
| Migration performed by: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |