

# Windows Enterprise Services

## Information Technologies (IT), University of New Mexico (UNM)

### Enterprise Active Directory Naming Convention Document

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#### UNM OU Naming Convention

UNM Departments that are scheduled to migrate to the Windows 2008 AD environment via Domain Consolidation or Domain / Forest Restructure will have their own top-level Organizational Unit (OU) at the root of the colleges.ad.unm.edu OU tree.

#### UNM Computer Naming Convention

##### ➤ Workstations

In order to easily determine the configuration of a computer object in Active Directory, and to make the names unique, the following convention will be used. Start with the Location Code of your department. The Location Code is a 2-5 letter code that is used to identify your department in our Domain. The Location Code will be the name of your OU. For the purpose of this document, "ABC" will be the Location Code. To name your computer, you begin with the Location Code followed by a dash (-), then a one letter code to identify the type of device, IE **D** - Desktops, **L** – Laptop, **M** - for Mobile devices such as smart phones or PDAs. The last part of the name will be the service tag of the device itself. If no service tag exists then use the device's serial number.

**<Location Code>-<D>servicetag**

**<Location Code>-<L>servicetag**

**<Location Code>-<M>servicetag**

The following is an example using the OU ABC.

**ABC-DHJBKMJ1**

##### ➤ Servers

Servers are named slightly different. In order to know the location of a server we use the following naming convention.

Start with the Location Code of your department. The Location Code is a 2-5 letter code that is used to identify your department in our Domain. The Location Code will be the name of your OU

**Example: the Alpha Beta College Location Code is ABC**

In order to know the location of a server we use the PPD Building Numbering Scheme. The Building Number is the PPD assigned Building number found at <http://iss.unm.edu/ppd/buildings.html>. The server function is an acronym of the software installed on the server. Limit this to 2-5 characters. The count is from 01 through 99.

**Example: The Data Center is in the IT building. The IT Building is 153 on the PPD Campus Map (This is where your Virtual Server will be hosted from)**

To help describe the function of the Server we use an abbreviation of that Server's function. **Example: A Microsoft SQL Server is abbreviated as SQL**

Use a number count to define how many servers of the same function there are.

**Example: If there are two Web Servers, they will be numbered 01 and 02**

Use a numbering scheme to define what production level.

01-09 are used for Virtualized Production Servers

11-19 are used for Physical or Virtual Test Servers

21-29 are used for Physical or Virtual Development Servers

31-39 are used for Physical or Virtual Integration Servers

101-110 are Physical Production Servers

**Example: IT153SQL01 is a Virtualized Production Server**

**<Location Code><Building number><Server Function (2-5 chars)><count>**

A couple of examples:

If I am building a new file server or SQL Server in the ABC OU, here are some examples:

Hosting the server at IT

**ABC153CFS01** (153 is the number assigned by PPD to the IT building, CFS stands for "Colleges File Server" and 01 is the first of these servers.)

Hosting the server in my own Data Center

**ABC999OLM02** (Where the OU is ABC, 999 is the ABC building number, OLM stands for the application "Office Live Meeting" and 02 means this is the second OLM Server.)

## ➤ Printers

Printers will be slightly different due to the need to establish the location of the device. The Location Code will be followed by the room number of the printer and last is the printer's function IE AccountingColor or FinanceBW. If the device is not in a room with a room number use the room number of the closest office. If there is no nearby numbered room just omit this portion of the name. Using a ABC example

**ABC-1234-ITPlatformsColor**

When sharing a printer one must specify a name for the share for the device. This is a 260 character field and should match the printer name. If the name is longer than 12 characters you will get a warning saying that it is too long for some MS-DOS programs. This warning can be ignored. The share name is used internally by Active Directory and not by the user of the device.

## UNM Group Policy Names

Group Policy Objects (GPOs) will require a unique name. Since you need to request a new blank GPO from the IT Windows Enterprise Services group, it will already be named for you, but you should understand the

naming convention. Sometimes if you have several GPOs, the name might also include parts of the Group Policy where settings were applied.

**<Location Code>-<Sub OU Name>-<GPO Name>**

Following the ABC example from above:

**ABC-Workstations- Map Drives**

**ABC-LocalAdminRights**

**ABC-Accounts-Help Desk Users**

Departmental GPOs will be grouped together when a Domain Administrator or Departmental OU administrator uses the Group Policy Management Console (GPMC) snap in to browse the list in the colleges.ad.unm.edu domain.

## **UNM Group Naming Convention**

The following group naming conventions for UNM groups will be recommended so group names are unique within colleges.ad.unm.edu. The Location Code will be included in the first part of the group name. The group type will be placed at the end of the group name to show what type of group it is.

"**DL**" to designate **Domain Local Groups**

"**GG**" to designate **Global Groups**

"**UG**" to designate **Universal Groups**

"**DG**" to designate **Distribution Groups**

**<Location Code>-<Group Name>-<Group Type Code>**

ABC example, a global group for student workers would be:

**ABC-Student Workers-GG**

A domain local group name for a Student worker resource would be:

**ABC-Student Worker Folder-DL**

This naming convention allows UNM groups to be listed together by department **<Location Code>**, then sorted by group name **<Group Name>** then group type **<Group Type Code>** using the default Active Directory administrative tools.

## **UNM Service Account Naming Convention**

A Service account that will be used by an individual as an OU admin account are comprised of the users initials, the OU where the service account is being used and the letters "svc" to denote that it is a service account. A fictional example of a service account for Oprah Winfried that works at the Alpha Beta College would be:

**owabcsvc**

A Service account that will be used for running an application will need to be formatted differently due to the fact that there will be no user's initials. In this case a short descriptive string between 1-5 characters can be used in place of the initials. A fictional example of a service account that is going to be used to run Analysis Services on an SQL database server at the Alpha Beta College would be:

**sqlasabcsvc**