

Section:	Information Security	Effective:	November 2013
Standard:	Device Naming Convention Standard	Revised:	
Policy Ref:	5.8.12 Portable Computing Policy and 5.8.28 Administration of Security on Workstation Computers	Responsibility:	Chief Information Security Officer

DEVICE NAMING CONVENTION STANDARD

Security Standards: are mandatory security rules applicable to the defined scope with respect to the subject.

Overview

Protection of University data is the responsibility of everyone at the Health Science Center. When the computers the data resides on becomes compromised or inoperative in some way, steps must be taken to locate the system to either repair it or to isolate it from the rest of the systems on the network until such time as the device is repaired or the compromise has been corrected. The key to fixing the system is finding it, along with the respective user and those responsible for the maintenance and upkeep of the device. A standardized naming convention allows for positively identifying the computer.

Scope

All personnel responsible for managing DEPARTMENTAL computing assets, specifically desktop computers and mobile computing devices, and all personnel responsible for maintaining the confidentiality, integrity, and availability of those assets on the University's network.

This standard is mandatory for all new system purchases and will be applied when each system is received and configured by technical personnel. This standard is recommended and encouraged for all other existing systems. Full compliance with this standard will be accomplished through the attrition of existing computers.

Purpose

The purpose of this document is to establish a standardized naming convention for computing assets, to allow those assets to be quickly and positively identified so they may be serviced and/or secured in a timely manner.

Structure

This standards document only represents the requirements and the specific standard. Guidelines for meeting this standard should be addressed to technical support personnel or to the Service Desk at (210) 567-7777.

Instructions

Mandatory requirements: Computer names are limited to 15 characters by technical necessity. To ensure interoperability with medical records systems, only letters and numbers shall be used. Each computer name associated with this convention shall have the following minimum structure:

- First three (3) characters of the appropriate department identifier (DeptID) as the first three (3) characters of the name (mandatory)
- The six (6) numbers of the device's inventory control tag number, following the institution's "745-", as the last six (6) characters of the name (mandatory)

The remaining six (6) characters of the name (fourth through ninth positions) may be used at the discretion of the department, or not used at all (optional).

Section:	Information Security	Effective:	November 2013
Standard:	Device Naming Convention Standard	Revised:	
Policy Ref:	5.8.12 Portable Computing Policy and 5.8.28 Administration of Security on Workstation Computers	Responsibility:	Chief Information Security Officer

Example:

Department - Pathology
DeptID G1500
Inventory control number 745-123456
Acceptable names:
G15123456
G1500123456
G15PaulE123456

Process - New Systems: When a purchased system arrives on campus, it will be delivered to End User Support (EUS) to be configured with the appropriate disk image (operating system, image, etc.), encrypted, and joined to the University's active directory domain. As part of being on the domain, EUS will assign a name to the device and create the active directory account related to the device. To maintain consistency, all device names created by EUS will include the full five (5) character department identifier and the six (6) numbers of the inventory control tag number; these names meet the standard spelled out in **Mandatory requirements** above. Once delivered to the department, the system and domain account may be renamed, but the must meet the standard described in **Mandatory requirements** above. Any costs associated with renaming the system are the responsibility of the department.

Process - Existing Systems: Renaming systems already in use at the Health Science Center is encouraged to support service and security for those systems. Those new names must meet the **Mandatory requirements** described earlier (mandatory first three (3) and final six (6) characters) for both the device and the active directory account. The University's management client should also be installed at this time if it hasn't been already. Contact the Service Desk at (210) 567-7777 for more information on the management client and for assistance with name changes. Similar to renaming new systems, any costs associated with renaming existing systems are the responsibility of the department.
