

IAM - UWM Active Directory Naming Convention

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May 13th, 2013

One of the primary benefits of the UWM Active Directory service is that it allows decentralized management of network resources. Administrators from different departments can control and maintain their own network resources and also participate in a centralized directory service. While this is very useful for enterprise networks, care must be taken to ensure that differing policies, or lack thereof, do not impair the sustainability of the service.

Most objects within the Active Directory are required to have unique names. In addition, it is important that an object's name indicate its purpose, as well as the organization it belongs to. The purpose of this document is to create a standard set of conventions and guidelines for participating in UWM Active Directory service. Adhering to this document's recommendations will create a more straightforward, stable, and secure AD environment.

Group Policy Objects

The naming convention for Group Policy Objects is to use a department or unit designation as a prefix for all Group Policy names. Using Group Policy names prefixed with your departmental designator will reduce the likelihood that similarly named Group Policy objects will be confused with one-another.

Naming Style	Example
DPT-DESCR	LS-Dept-Department-Default
DPT-DESCR	GML-Staff-Default

Groups

The naming convention for Groups is to use a department or unit designator as a prefix for all Group names. Using Group names prefixed with your departmental designator will reduce the likelihood that similarly named Groups will be confused with one-another.

Naming Style	Example
DPT-DESCR	SA-Mailroom
DPT-DESCR	LS-Student-Workers

Administrative Accounts

Standards for credential strength, rotation and audit are outside the scope of this document.

Privileged ePantherACCOUNTs

If the account is assigned to an individual for purposes of separation of duties for UWM Active Directory administration, the account should be tied back to an ePantherID with the suffix of “-a” added. If the need for another privileged account within UWM Active Directory arises, the suffix of *-a'n'* should be used.

Naming Style	Example
LOGIN-a	smithj-a
LOGIN-a2	smithj-a2

Testing Accounts

If the account is assigned to an individual for purposes of testing, the account should be tied back to an ePantherID with the suffix of “-t” added.

Naming Style	Example
LOGIN-t	smithj-t

Service Accounts

If the account is provisioned for purposes of non-interactive integration by an application or service, the account should be tied back to the sponsoring department, be descriptive and suffixed with an “-s”. Where it is not possible to select the service account form, the description should be populated with the relevant information. Service accounts should also be granular at the service level to minimize impact should the service account need to change. Sponsoring departments shall maintain appropriate records of where individual service accounts are configured to support regular credential rotation and audit.

Naming Style	Example
DPT-DESCR-s	UITS-ghost-s

Shared Accounts

In general, use of shared accounts should be minimized and limited to uses where there is no need for any level of assurance of the credential or protection of sensitive or confidential data. The shared account should be tied back to the sponsoring department, be descriptive and suffixed with a “-g”. Shared accounts should be granular at the

function level to minimize impact should the account need to change. Sponsoring departments shall maintain appropriate records of where individual shared accounts are configured to support regular credential rotation and audit.

Naming Style	Example
DPT-DESCR-g	LS-dsstudent-g

Computers

Similar to user accounts, computer accounts provide a means for authenticating and auditing computer access to the network and to domain resources. The naming convention for computers is to use a department or **unit designator as a prefix** for all computer names. This convention does not apply to servers.

Computer Use - epantherID name	Naming Style	Example
Standard Desktop	DPT-LOGIN-D <i>n</i>	LO-SMITHJ-D1
OSX Machines	DPT-LOGIN-M <i>n</i>	UIT-DOEJ-M1
OSX Public Kiosk	PMK-BLDFL- <i>nnn</i>	PMK-UNI1- <i>nnn</i>
Laptop	DPT-LOGIN-L <i>n</i>	LO-SMITHJ-L1
Virtual Machine	DPT-LOGIN-V <i>n</i>	UIT-DOEJ-V1
Shared computer (TA's, RA's, etc)	DPT-BLDRM-(D or L) <i>n</i>	EG-CT402-L1
Research lab computer	DPT-LOGIN-R <i>n</i>	LL-SMITHJ-R2
Instructional or General Lab computer	DPT-BLDRM- <i>nnn</i>	CCL-BOL225-002
Public Kiosk computer	DPT-BLDRM-K <i>n</i>	LO-GA231-K01
Instructional Podia computer	DPT-BLDRM-PD	LS-LP172-PD
iOS Managed device	DPT-LOGIN-devicetype	DPT-DOEJ-iPad
Use of Service Tag	Naming Style	Example
Desktop or Laptop using Service Tags	SA- <i>servicetagnumber</i>	SA-T35NHG4
Virtual Machine	SA- <i>servicetagnumber-Vn</i>	SA-T35NHG4-V1

Computer Attribute population

Departments can choose to populate certain computer account attributes that have been pre-approved by UITS-IAM. Currently these attributes include...

Attribute name	Approved usage
Description	Description of the machine's use
Managed By	The supporting unit of the machine
Location	Location of machine

Appendix A: Naming Key

DPT	3-letter departmental abbreviation, see Appendix B
LOGIN	The client's ePanther ID. In the case of a research lab computer, the login will always be the supervising researcher', not the group member
DESCR	Descriptive name
BLD	3 or 4 letter building abbreviation. See UWM Building Directory (http://www4.uwm.edu/uwm_info/directories/buildings.cfm)
FL	Floor level within building
RM	Room number
N	Number of the computer where more than one computer is in use

Appendix B: Departmental Abbreviations

21st Century Studies Center	21S	Jewish Studies, Center for	JWS
African American Student Academic Services	AAS	Latin American & Caribbean Studies (CLACS)	LAC
Africology	AFR	Linguistics	LIN
American Indian Student Services	AIS	Language Resource Center (LRC)	LRC
Anthropology	ANT	College of Letters & Science	LS
Academic Opportunity Center (AOC)	AOC	L&S Administration	LSA
Art History	ARH	Learning Technology Center	LTC
Atmospheric Sciences	ATM	Masters of Public Administration	MPA
Black Cultural Center	BCC	Masters of Public Education	MPE
Biological Sciences	BIO	Mathematics	MTH
Business and Technology Office	BTO	Norris Health Center	NHC
Campus Computer Lab	CCL	Finance and Administrative Affairs	FAA
Career Development Center	CDC	Nursing Resource Learning Center	NRC
Economic Development, Center for	CED	UWM Office of Development	OOD
Conservation & Environmental Science Program	CES	Office of Undergraduate Research	OUR
Chemistry	CHM	Philosophy	PHL
Chancellor's Office	CHO	Physics	PHY

College of Health Sciences	CHS	Political Science	POL
Center for International Education (CIE)	CIE	Global Inclusion and Engagement	GIE
Children's Learning Center	CLC	Public Mac Kiosks	PMK
University Relations and Communications	URC	Provost Office	PRO
Cultures and Communities	CNC	Panther Academic Support Services (PASS)	PSS
Communication	COM	Psychology	PSY
College of Nursing	CON	Recreational Sports & Facilities	REC
Dept. of Recruitment & Outreach	DRO	Roberto Hernandez Center	RHC
Economics	ECN	Southeast Asian-American Student Services	SAA
Equity/Diversity Services	EDS	Accessibility Resource Center	ARC
English	ENG	Student Advising Services	SAS
English as a Second Language (ESL)	ESL	Secretary of the University	SCU
Electa Quinney Institute	EQI	Field Station	UFS
French, Italian, and Comp Lit (FICL)	FIC	UWS Leadership Site	SLS
Financial Aid	FIN	Sociology	SOC
Foreign Language and Literature (FLL)	FLL	School of Education	SOE
First Year Center	FYC	School of Public Health	SPH
Geography	GEG	Spanish and Portuguese	SPP

Geosciences	GOS	Institute for Survey and Policy Research (ISPR)	SPR
History	HIS	Student Support Services	SSS
Honors	HON	Helen Bader School for Social Welfare	SSW
Masters in Human Resources & Labor Relations	HRL	Alumni Association	UAA
Human Resources	HUM	Institute for Urban Health Partnerships	UHP
Center for Instructional and Professional Development	IPD	University Information Technology Services	UIT
Institute for Service Learning (ISL)	ISL		
L&S IT Office (LSITO)	LST	Police Department	UPD
L&S Labs	LSL	Budget and Planning	BP
L&S Developmental	LSD	Business & Financial Services	BFS
Journalism and Mass Communication (JMC)	JMC	Urban Studies	URB
UWM Research Foundation	URF	Campus Planning	CP
Women's Studies, Center for	WSC	Facility Services	FS
Writing Center	WTC	College of Engineering and Applied Science	CEAS
WUWM	WUWM	School Architecture and Urban Planning	SARUP
Internal Audit	IA	Legal Affairs	LA
Parking and Transit	PT	University Safety and Assurance	USA
Vice Chancellor Office	VCO		

Feedback