

1 DIRECTIVE

- 1.01 Computers, shared printers, and other objects, as well as usernames must follow the company naming conventions.

2 PURPOSE

- 2.01 The purpose of this Directive is to ensure that names established are readily identifiable, the naming scheme available for computer equipment is scalable with network growth, and administrative overhead for name changes is kept to a minimum.

3 SCOPE

- 3.01 This Directive applies to all personnel with responsibility for assigning computer names to servers, workstations, shared printers, and other named equipment, as well as user identifiers.

4 RESPONSIBILITY

- 4.01 The Information Technology Service Delivery Organization (IT SDO) is responsible to assign names according to company convention to all servers, workstations, and shared named devices as these are planned for implementation.
- 4.02 The IT SDO is responsible to approve a requested user identifier or assign a user identifier according to company naming convention as the application for system access is processed.

5 DEFINITIONS

None

6 RELATED DIRECTIVES

OCIO IT 8.03 – User Identification and Passwords