

OIS 6 – Standard for Computer Naming Convention

I. STANDARD STATEMENT

In order to identify and locate equipment in the case of threats, harm, or infection, it is important that university-owned workstations, servers, and laptops be assigned names that adhere to a standard naming convention containing sufficient information to identify and locate them. University Technology Solutions (UTS) developed such a standard to be implemented for university-owned computers.

II. RATIONALE

This standard supports HOP Policy 8-12 Information Resources Use and Security Policy

III. SCOPE

This standard applies to all UTSA faculty, staff, and students.

IV. CONTACTS

informationsecurity@utsa.edu

V. PROCEDURES

- A. The naming convention relies on the inclusion of the inventory number assigned to the computer at the time of purchase or at the time of addition to the domain – those which are not registered in the University Inventory list will be identified separately, registered with a special indicator, and tracked by means of a database. Provisions for computers with multiple operating systems and those with virtual systems will be included.
- B. The naming convention will not permit names which elevate risk, such as location, operating system, department name, user name, etc. The name will not contain offensive or controversial words or phrases.

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