

UNM Naming Convention Guidelines – Version 1.6 (Current as of 08/18/2009)

UNM OU Naming Convention

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.

Due to the root level layout of the current OU tree in **colleges.ad.unm.edu** an OU restructure will be recommended to reorganize the base of the OU tree to facilitate migrated UNM departments.

The OU naming convention needs to be restricted at the top level. New OUs for migrated departments will have the LDC code as the name of their OU.

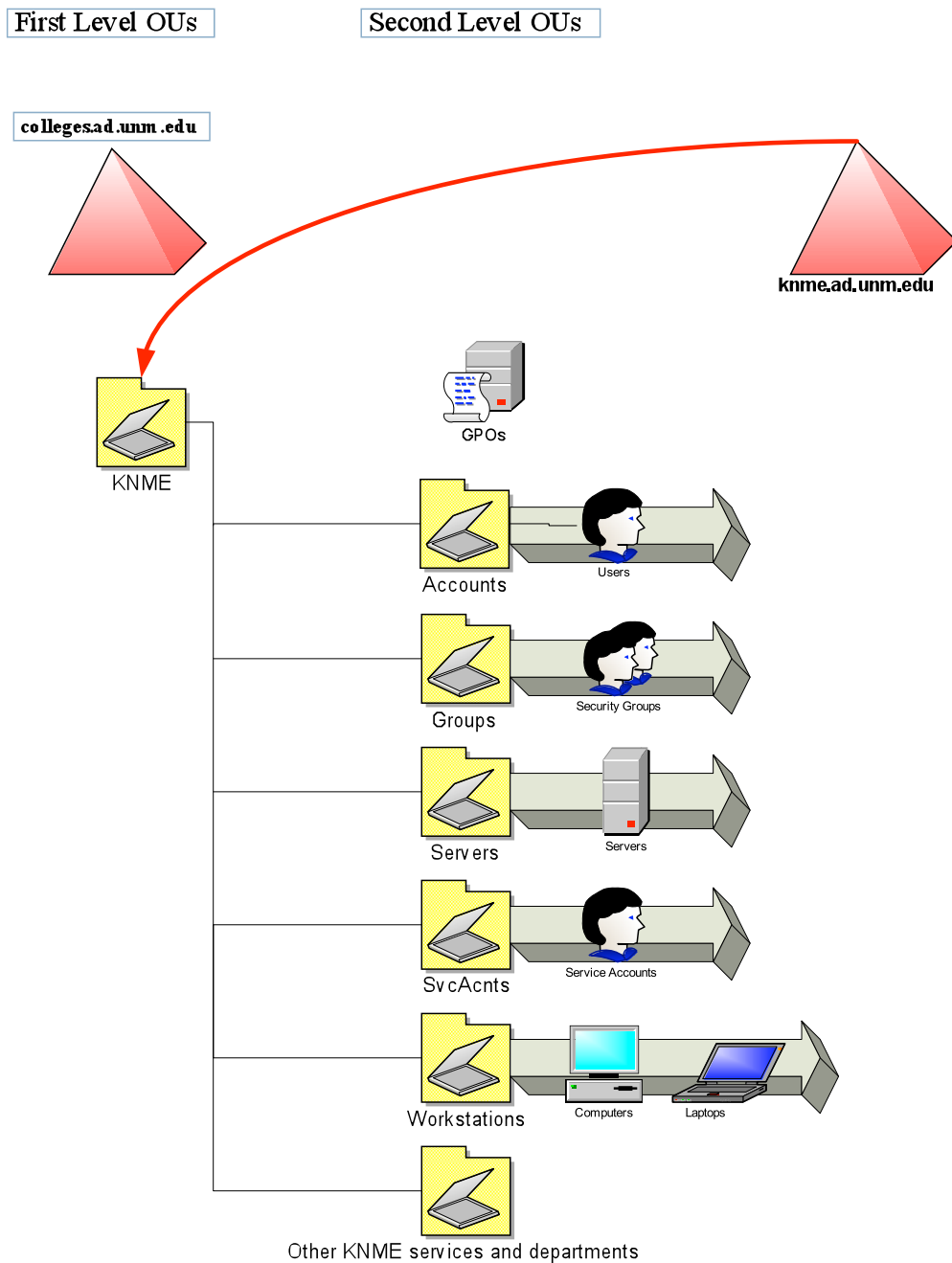
1. **<LDC Code>** (*Departmental abbreviation will be between 2-5 characters*)
2. **<Department Name>**

OU Naming Conventions	
<u>LDC Code</u>	<u>Department Name</u>
UNMF	UNM Foundation
ALU	Alumni Relations
ASM	Anderson School of Management
ATH	Athletics
BBER	Bureau of Economic Research
BIO	Biology
CFA	College of Fine Arts
ADM	UNM Administration
BKS	Bookstore
CIO	Chief Information Officer
CON	College of Nursing
COP	College of Pharmacy
CSS	Customer Services and Solutions
DCE	Division of Continuing Education
DGR	Division of Governmental Research
DSYS	Distributed Systems
EM	Enrollment Management
FIN	Finance
FSD	Financial Services Division
GOLF	Golf Course
HR	Human Resources
HSLIC	Health Sciences Library and Informatics Center
IPL	Institute of Public Law

ISS	Institutional Support Services
IT	Information Technology Services
KNME	KNME Public Television
LAW	Law School
UL	University Libraries
OCP	Office of Capital Projects
OIPS	Office of International Program Studies
PATS	Parking and Transportation Services
PCD	Planning and Campus Development
PD	University Police Department
PPD	Physical Plant Department
PUBEV	Public Events
RLEST	Real Estate
RWJF	Robert Wood Johnson Foundation
ARCH	School of Architecture and Planning
SOM	School of Medicine
SOPA	School of Public Administration
SRS	Safety and Risk Services
OSA	Student Affairs
SL	Student Life
TIX	Ticketing Service
UC	University Colleges
UNMH	University Hospital
VPR	Office of Vice-President for Research and Economic Development

UNM OU Naming Convention Sample:

UNM KNME domain consolidation example, domain **knme.ad.unm.edu** is migrated / consolidates to a root OU called **KNME** in **colleges.ad.unm.edu**. Child / Sub OUs under KNME for Accounts, Groups, Servers and Workstations are initially created.



UNM Server Naming Convention

The server naming convention will be used to indicate the location of the server, the function of the server and the number of the same type of server in a given location. The name will start with the LDC code followed by a two or three character description of the servers function. The following examples show different possibilities for server names.

LDC[Bldg #][serverfunction][# of same type]

IT153DB01 SQL server at IT

ASM076WEB02 Second web server at Anderson School of Management

UNM Workstation Naming Convention

Start with the LDC code followed by 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.

LDC-D[serVICeTag] or LDC-L[serVICeTag] or LDC-M[serVICeTag]

Using a desktop at KNME as an example:

KNME-DHJBKMJ1

UNM Printer Naming Convention

Printers will be slightly different due to the need to establish the location of the device. The LDC will be followed by the room number of the printer and end with the printer model, IE HPLJ9050 or HPCJ4600. 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 KNME example:

KNME-138-HPCJ4600

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 followed by a two digit number to make the name unique. 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. An example is:

KNME-138-HPCJ4600-01

UNM Peripheral Naming Convention

When adding a device to Active Directory that is a peripheral type device, IE digital camera, Use the format:

LDC-P[serial number]

An example would be:

LAW-P149599392

UNM Group Policy Names:

Group Policy Objects (GPOs) will require a unique name; this can be accomplished by including the UNM LDC Code in the first part of the GPO name:

[LDC Code]-[GPO Name]

Following the KNME example from above:

KNME-Folder Redirection
KNME-Computers
KNME-Help Desk Users

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 LCD 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

[LDC Code]-[Group Name]-[Group Type Code]

KNME examples for a Global Group and a Domain Local group would be:

KNME-Student Workers-GG

KNME-Student Workers-DL