[Server setup guide and Documentation]

[This document is intended to define the setup and best practices for servers in the domain]

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Contents

[General Overview 3](#_Toc480277560)

[Physical security 3](#_Toc480277561)

[Updates and Anti-virus 3](#_Toc480277562)

[Naming Conventions 3](#_Toc480277563)

[Device Type 4](#_Toc480277564)

[Geographic Location 4](#_Toc480277565)

[Building/Site location 4](#_Toc480277566)

[Department 4](#_Toc480277567)

[Placeholder Characters 5](#_Toc480277568)

[Device Number 5](#_Toc480277569)

[Setup Instructions 5](#_Toc480277570)

[Server Installation 5](#_Toc480277571)

[Roles 5](#_Toc480277572)

[Sever Objects 5](#_Toc480277573)

[Domain Controllers 5](#_Toc480277574)

[Sites 5](#_Toc480277575)

[Organizational Units (OUs) 6](#_Toc480277576)

[User Accounts 6](#_Toc480277577)

[Account Creation 6](#_Toc480277578)

[Password Creation & Resets 6](#_Toc480277579)

[Account Retention 6](#_Toc480277580)

[Temporary Accounts 6](#_Toc480277581)

[File Sharing 7](#_Toc480277582)

[Departmental Shares 7](#_Toc480277583)

[User Access 7](#_Toc480277584)

[Group Policy 7](#_Toc480277585)

[Security Options 7](#_Toc480277586)

[Password Policy 7](#_Toc480277587)

[Audit Policy 7](#_Toc480277588)

[User Rights 7](#_Toc480277589)

[Networking 7](#_Toc480277590)

[DHCP 7](#_Toc480277591)

[IPV4 7](#_Toc480277592)

[IPV6 7](#_Toc480277593)

# General Overview

## Physical security

Servers should be contained within a dedicated controlled access server room. Dedicated fire suppression and redundant power should be a consideration of the construction of this room. Dedicated room cooling and/or air filtration & circulation is a minimum requirement for all rack-mount hardware.

A minimum of three physical copies of this server documentation should be kept up to date at all times. One copy is to be kept near the physical server hardware for easy reference when direct access to the server is necessary. The second copy should be kept in the system administrator’s office. The third copy is to be kept secured such that it is protected from natural hazards such as fires, flooding, etc.

This document is to be updated in a timely fashion following changes.

## Updates and Anti-virus

The default anti-virus settings are configured.

Server updates are to be administered within a virtual environment and tested to ensure compatibility. Once the safety of the upgrade has been determined an image of the current machine state will be made prior to administering the upgrade to the host server.

This document is to be updated following any changes to the server. As such the system history contained here can be used to determine the cause in the event of a system failure.

## Naming Conventions

All devices on the network will be given a name following the standard shown here. It consists of the following parts. Details for the use and assignment of each part are listed below.

1. Single character “Device Type Identifier”
2. Three character location code
3. Three-digit building/site number
4. Three-digit department number
5. Two character demarcation/placeholder
6. Three-digit device number



The following sections contain tables listing the available device types and location identifiers as well the ID numbers for buildings, departments, and devices.

### Device Type

Devices will be identified with a single character as listed in the table below:

|  |  |
| --- | --- |
| Device type | Character Identifier |
| Server | S |
| Workstation (Desktop) | W |
| Laptop | L |
| Virtual (VDI) | V |
| Tablet | T |
| Printer | P |
| Phone (Mobile) | M |

### Geographic Location

Device location will be identified with a 3 character code. As often as possible this should be a selection of consecutive or semi-consecutive characters within the name of the largest neighboring city.

E.g. **K**alama**ZO**o = KZO

|  |  |
| --- | --- |
| Device Location | Identifier |
| Kalamazoo | KZO |

### Building/Site location

Facilities located within a given geo-political area (listed above) will be assigned a three digit numerical identifier. These numbers will be assigned sequentially as new facilities are brought on board. A complete list of these ID numbers will be kept for each geographic location.

|  |  |
| --- | --- |
| Building Name | ID Number |
| Headquarters | 001 |

### Department

Departments will receive a randomly assigned three-digit identifier.

|  |  |
| --- | --- |
| Department | ID Number |
| Administration  (C-levels) | 233 |
| Human Resources | 727 |
| Accounting | 338 |
| Customer Support | 904 |
| Food Services | 360 |
| Maintenance | 040 |
| Marketing | 010 |
| Purchasing | 976 |

### Placeholder Characters

This two character space is designed to allow for future expansion of the naming standard without adding additional complexity. Until such a time as this space becomes necessary these two characters should always be “XX”

### Device Number

Device numbers will be assigned sequentially for each device type in each area as defined by location, building and department.

# Setup Instructions

## Server Installation

To ensure system stability and allow for future growth all server hardware must meet or exceed the recommended requirements for the operating system being installed. Hardware not meeting the requirements for OS upgrade must be upgraded, replaced, or left with the compatible version of the operating system.

Initial installation is configured as a role based server running Windows 2012 Datacenter. It is configured with the roles listed below. It can be contacted via MSTSC.exe at 10.150.25.223. The server’s name is [COMPANY NAME].local/SysAdmin and the password is

## Roles

This server will initially be set up to handle the entire domain and so will be installed with all of the necessary roles to manage the domain and network features. As additional servers are added roles should be shared or offloaded for a distributed server workload.

Initial setup should include the following roles:   
Active Directory  
DHCP  
DNS  
Print and Document Services  
Web Server (IIS)  
Hyper-V

# Sever Objects

## Domain Controllers

## Sites

## Organizational Units (OUs)

Organizational units will be configured for each department with names matching that of the department.

OUs

# User Accounts

## Account Creation

User accounts are to be created only after an offer of employment has been extended to a prospective employee. Accounts are disabled by default until users have completed the Network Access Agreement Form (NAAF). This form is a contract requiring users to abide by the rules of the network as well as provide a selection of security questions and ensure that customer support and IT security have relevant contact information for each employee.

User accounts will be created within their department specific parent and child OUs.

## Password Creation & Resets

Account passwords are **not** to be created upon account creation.

Passwords will be made available only after users have submitted their NAAF. At which point users’ accounts will be enabled and a temporary password will be given to them at the time of orientation.

Passwords that have not expired may be reset with the password reset tool available on the [COMPANY NAME] intranet home page.

Acquiring or resetting a password outside orientation or after the password has expired must be completed via a phone call to IT Customer Support.

## Account Retention

Prospective employees who reject an offer of employment will have their accounts deleted immediately.

Following departure from [COMPANY NAME] user accounts will be immediately disabled but be retained for a maximum of 30 days at which point the account will be deleted. Should circumstances arise in which an account must be retained for legacy or legal reasons. Disabled accounts may be retained indefinitely.

## Temporary Accounts

Temporary accounts for contractors, interns, students, etc. will follow the same creation, deletion and retention rules set for standard employees. However, their accounts will be configured via active directory to automatically expire at the end of their term with [COMPANY NAME].

# File Sharing

## Departmental Shares

All departments will be given shared folders within the universal network shared drive. Individual folder access will be controlled with departmental group policy.

## User Access

# Group Policy

## Security Options

## Password Policy

User passwords must be at least 8 characters long.   
Passwords must meet the complexity requirements.   
Passwords have no minimum age.  
Passwords expire 6 months after they are set.  
The last 10 passwords will be remembered.

## Audit Policy

## User Rights

# Networking

## DHCP

### IPV4

### IPV6