01

Student Data Centre

Naming Convention Documentation

NSCC IT Campus

Naming Convention - Document Creation and Modifications

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| Approved By: |  | |
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## Introduction

Included in this document is the information required for developing conventions and guidelines for the Student Data Centre shared servers in D316B (NET172 Sandbox).

## Student Data Centre Location

Student Data Centre Location will be identified using assigned letter in place of physical location unless no additional Data Centre or Server Room is identified then the letter A will always be used.

### Physical Room Location | Student Data Centre Letter Assignment

* D316 = SDC A
* D317 = SDC B
* D315 = SDC C
* D313 = SDC D
* D210 = SDC E
* D209 = SDC F
* Unknown Room Location = SDC A
* First Year Student ONLY = YourFirstMiddleLastInitials (ex. Marie A Dutka = MAD)

## Server Roles

Server Roles will be identified with 2 characters that identify or acknowledge the role of the server. Any server that does not have a distinct role or has multiple roles may be identified as a Member Server.

### Server Roles or Membership

* FS = File Server
* DC = Domain Controller
* SD = Secondary Domain Controller
* MB = Member Server (General Server)
* DB = Database Server
* WB = Web Server
* SE = Security Server
* HV = Hyper-V Virtual Server Host
* MS = Email Server
* SC = System Center Configuration Manager Server
* OR = System Center Orchestrator Server
* US = Windows Software Update Server
* DS = Windows Deployment Server
* LX = Linux Server
* ES = ESXi Host Server

## Virtual Machines (**VMWare or Virtual Box**)

Virtual Machines will be named using your Course Code followed by a “-” (hyphen) plus the **role** naming convention noted below plus a two (2) digit sequence code.

\*Note: for first year students the usage of Initials in place of the course code is requested. See example below.

Example:

MDutka-DC01

First Year Student Marie Dutka + - + Domain Controller + virtual machine 01

NETW2500-DC01

NETW2500+ - + Domain Controller + virtual machine 01

## Virtual Machines (**Hyper-V or ESXi**)

Servers will be named using the prefix for the “Server role” followed by a two (2) digit sequence code plus a Data Centre location letter plus the # for rack number plus U# for location on rack.

\*Note: for first year students the usage of Initials as per above is requested. See example below.

Example:

DC01MADU12

Domain Controller + 01 + First Year Student Marie A Dutka + Rack U 12

DC01A1U12

Domain Controller + 01 + Data Centre A + Rack 1 + Rack U 12

MS01A1U24

Member Server + 01 + Data Centre A + Rack 1 + Rack U 24

## Servers (**Host Name / Server Name**)

Servers will be named using the prefix for the “Server role” followed by a two (2) digit sequence code plus a Data Centre location letter plus the\* for rack identifier plus U# for location on rack.

### Server Roles ([listed on Page 4](#_Server_Roles))

\*Note: for first year students the usage of Initials in place of the Student Data Centre and Rack # is acceptable. See example below.

Example:

**DC01MADU19**

Domain Controller + 01  + Marie A Dutka + Rack U 19

**DC01A1U19**

Domain Controller + 01  + Student Data Centre A + Rack 1 + Rack U 19

**LX01A1U24**

Linux Server + 01  + Student Data Centre A + Rack 1 + Rack U 24

## Workstations and Laptops (**OS Computer Name or Host Name**)

Workstations and Laptops will be named using the prefix “CL” for client plus R## for room location and plus a two (2) digit sequence code.

\*\*Note: If room is unknown user R100 for room number

\*Note: for first year students the usage of Initials in place of room number is acceptable. See example below.

Example:

CLR10001

Workstation + Room number 100 + workstation 01

CLMAD01

Workstation + First Year Student Marie A. Dutka + workstation 01

## Physical Network Devices

Devices will be named using the prefix for the “Device Node” followed by a two (2) digit sequence code plus a Data Centre location plus the # for rack number plus U# for location on rack.

### Device Nodes

* FW = Firewall
* SW = Switch
* RT = Router
* AP = Access Point

Example:

FW01A1U04

Node + 01  + Data Centre A + Rack 1 + Rack U 04

## Printers

Workstations will be named using the prefix “**PR**” for printer plus R## for room location # and plus a two (2) digit sequence code.

Example:

PRR14001

Printer + Room number 140 + printer 01

### Printer Shares

Printer Shares will be named using the prefix “**PRS**” for printer share plus R## for room location # and plus a two (2) digit sequence code.

Example:

PRSR14001

Printer Share + Room number 140 + printer 01

## Specialty or Tech Users

Specialty or Tech users will be created with the prefix “SysOp\_” plus the 3 Initials of the person the account is attached to. \*Use 2 initials where a middle initial is not available. \*\*Add a two (2) digit sequence code if name already in use. Not to exceed 15 characters.

Example:

Bruce A Smythe

Sysop\_BAS

Brenda A Smythe

Sysop\_BAS02

## Usernames

Usernames will be created with the “First Letter” of the employees first name and the “First twelve (12) letters” of the employees last name \*Add a two (2) digit sequence code if name already in use. Not to exceed 15 characters.

Example:

BSmythe

Bruce + Smythe

BSmythe02

Brenda + Smythe