

Naming Conventions for Computing Accounts

Library Accounts

The Library's standard naming convention for accounts is ***firstinitiallastname*** and #Lib1234 for the default password. Account information is transmitted to SANS Technicians via the SR database on initial setup tickets for incoming employees. All employees will be encouraged to change their passwords on all accounts to the same password when possible. Please refer to the IDT Customer Resource document - **Passwords: Policy, Guidelines and How to Change** - for information password conventions used in the Library.

Administrative Accounts

- ❖ All Mac and Windows computers installed by IDT will have an account named **Administrator** with full admin rights to the computer. This will use the current SANS admin password.
- ❖ Mac and Windows LAPTOP computers installed by IDT and assigned to a specific user will have an additional account named *useraccountadmin* (I.E. *wwestonadmin* for Wil Weston's laptop). This account will have full admin rights to the computer. Use the default password and have the user change it when the computer is installed.

Regular Accounts

- ❖ All Mac and Windows computers installed by IDT and assigned to a specific user will have a standard naming convention account for their **OS login** to the computer. This account will only have user rights to the computer. Use the default password and have the user change it when the computer is installed.
- ❖ Faculty and Staff employees will have a standard naming convention account for their **Novell login**. This account will have user rights to the file servers and network printing queues, and can be used at their Mac or Windows computer at login. Use the default password and have the user change it when the computer is installed.
- ❖ Student employees will have a **Novell** account on an as needed basis. Generally these will be shared accounts. The account name should identify the unit and its use (*i.e. libinst is a Library Instruction account used by students working for Carolyn Baber; govpubstu is a Government Publications account used by students working for Peg Williams; libadmins1 is a Library Administration account used by students working for Elia Escobar*). Use the default password and have the SASupervisor change it when the computer is installed. The SASupervisor is then responsible for the password, and needs to be the only one to request a password reset on a shared student account.

- ❖ **Oracle Web Applications** require an account that is based on employee's full name and can be selected from a dropdown on the login web page. First time logins are set to use the default password and can be reset to the default password by Carol Phillips or her backup (John Pastori). After the initial login, the user is forced to change the password and re-login using the new password.

Currently there are 2 systems running for the Oracle Web Applications and they do NOT share a password file. This means a user's password on the Production system can be different from their password on the Development system. Again all employees will be encouraged to change their passwords to match the same password they are using on their other Oracle Web Application accounts, if possible. **Note:** *Passwords on the Oracle Web Applications are forced to change every 365 days for security.*

Outside Accounts

Accounts controlled by other campus departments can vary in naming conventions for accounts and default passwords.

- ❖ **Email accounts:** Faculty and Staff employees will have either a MAIL account (existing employee) or a ROHAN account (new employees) for their campus Email activities. Sandy Neer and her backup (Carol) will create the ROHAN account and notify the SANS Technicians with the account info via the SR database. Standard naming convention for Email accounts is ***firstinitiallastname***. However, this can vary due to duplication (**Note:** *Both Email systems have thousands of accounts. 2 or more people cannot both use jsmith, so one may be jsmith and another would be smithj or jsmith12, etc.*). Initial passwords are machine generated, so be sure to have the user change it when they login the first time using SSH for a secure telnet session.
- ❖ **Meeting Maker (Library) user accounts** are generally ***firstinitiallastname*** as they match the user's Email account and are for Faculty/Staff only. However if their Email is jsmith12, so will their Meeting Maker account. New Meeting Maker user accounts require a request be sent via Email to mmadmin@mail.sdsu.edu and an additional form be sent with the Email. Carol or her backup (Sandy Neer) will submit the request and notify the SANS Technicians with the account info via the SR database. Initial passwords match the user's account and will be returned to this match, when they need to be reset. Be sure to have the user change their password when they login the first time.
- ❖ **Meeting Maker (Library) resource accounts for** are on an as needed basis and are requested via Email to mmadmin@mail.sdsu.edu. They require an additional form be sent with the Email. These will be shared accounts and can be used by Student Assistants. Resource accounts are administered by Carol Phillips, but require a responsible Library unit contact, who will submit the request via the SR database. The account name should identify the unit and its use. They will all have the same password, as Carol and her backup (Sandy

Neer) are the only ones who will log into the accounts. This password is kept in the Excel master file of Meeting Maker accounts on Carol's computer and in the Meeting Maker folder on her desk. All Faculty/Staff/Student users needing to access a Meeting Maker resource account will be identified by the responsible Library unit contact and then proxy'd with read/write capabilities by Carol or her backup (Sandy Neer). Carol or her backup (Sandy Neer) will submit the request and notify the responsible Library unit contact when access is available.

- ❖ **Meeting Maker (ACS customers) user and resource accounts** are on an as needed basis and recorded in the SR database. The accounts are requested via Email to mmadmin@mail.sdsu.edu and require an additional form be sent with the Email. Carol or her backup (Sandy Neer) will submit the request and notify the ACS customers with the account info when they are ready for use. Carol and her backup (Sandy Neer) do not administer accounts for ACS customers, but will request password resets and account deletions as needed for ACS customers.
- ❖ **AdAstra (Library) user accounts** follow the standard naming convention. Account requests are minimal (most are either key people in room reservation responsibilities or Librarians, and NO Students allowed) and are recorded in the SR database. Carol or her backup (Sandy Neer) will submit the request via Email to JoAnn Prutz at jprutz@mail.sdsu.edu. Default password is the requester's first name. Be sure to have the user change their password when they login the first time.