

Metro Hartf Information Services

Network Implementation, Operation, and Maintenance Standards

Title: **User Account Naming**
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Released

1.0 Introduction

1.1 Scope of this document

This document establishes the user account naming convention for user accounts created by MHIS. All user accounts created from this time forward must conform to the standards enumerated herein. This document does not address security issues such as minimum password length, password aging intervals, concurrent login restrictions or intruder lockout.

2.0 Account Name Format

2.1 Account Name Elements

MHIS user account names shall be eight (8) characters long. The first four (4) characters will be the first four (4) characters of the user's last (family) name. The fifth character will be first character of the user's first (given) name. The last three (3) characters will consist of a zero-padded numeric sequence number. For each user name the number shall start at 001 and count upwards by one for each user with the same first-four-of-last plus first initial combination.

2.1.1 Account Name Map

The MHIS standard for account naming can be represented in the pattern shown below. "L"s correspond to characters in the user's last name, "F"s to characters in the user's first name, and "X"s to digits in the numeric sequence number.

LLLLFXXX

2.1.2 Hyphenated Last Names

If the user has a hyphenated last name, use the first four characters of the first family name.

2.1.3 Short Last Names

If the user has a last name shorter than three characters, pad out the last name portion of the user ID with zeros (0). Use of zeros, while it may not please everybody, employs a character that cannot be mistaken for part of the user's last name, unlike the other candidate for a pad character -- X.

2.2 Legacy Account Names

There are a number of account names in use in the Novell NetWare and MS Windows environments which conform to a first initial plus last name format. Unless use of these names causes a dis-synchronization with the user's other accounts (eg: with a SASI application ID), these accounts will be left with their old standard names and removed through employee attrition. *See section 3.1 for handing of conflicts with SASI IDs.*

3.0 Application Systems

3.1 General

Application user IDs shall be migrated to conform with the user ID standard as time permits. All new applications shall use this standard.

3.2 SASI

SASI user IDs shall be converted to conform to the user ID standard in this document. In cases where the user's existing NetWare / NT / Groupwise user ID was established under the old standard, MHIS will migrate that user's NetWare / NT / Groupwise user ID to the new standard by January 31, 2002