Information Security – User Account Naming

1. Introduction

This standard provides common user naming conventions for employee E-mail and network login accounts. This standard designates the Yosemite Community College District (YCCD) network login account naming conventions as a common solution for YCCD to promote common IT practices and provide an integrated end-user experience.

2. Scope

This standard applies to the Yosemite Community College District (YCCD) Active Directory (AD) account and all systems utilizing the AD for authentication. Exemption requests must be submitted to YCCD Information Technology Services (ITS) for Review and acceptance. This user naming standard will govern the creation and maintenance of the network login and primary E-mail addresses for YCCD employees.

3. Standard

This standard creates common E-mail naming conventions designed to provide an integrated end-user experience for YCCD employees, and ensure citizens and businesses can interact seamlessly with district employees, departments and administration.

3.1 Domain

Adopting a single domain name "yosemite.edu" for all YCCD staff offers the following benefits:

- It promotes a single institutional identity and unity.
- It is far more intuitive and predictable, particularly for people external to YCCD, as it requires no knowledge of YCCD's organizational structure or ITS infrastructure.
- Because it is independent of the organizational structure, it would not need to be changed when departmental names change or when employees change jobs within YCCD.
- It reduces administration in a number of ways. Most importantly, having a unique domain name allows for automated email account administration. It would also decrease the work required to maintain backward compatibility for addresses that need to be changed when departmental names change.

3.2 Network and E-mail Address Naming Conventions

There are two parts to an E-mail address: local and domain. This standard defines the local part of an E-mail address located to the left of the @ sign.

lastnamefirstInital@yosemite.edu (Howard Johnson = johnsonh@yosemite.edu)

The following conventions are designed to establish a common Network and E-mail naming

structure, with an employee's preferred last name and the first character of their first name as noted below.

3.2.1. Naming Conventions

YCCD shall use the following naming conventions to form the network login and local-part of an E-mail address. Correct email addresses are important in protecting the privacy and secrecy of official information; by ensuring the information contained goes to the right recipients.

Naming and Duplicate Resolution: In order of preference:
- Use Employee's legal first and last name (e.g. William not Bill or Robert not Bob)
- Use employee's legal last name and the first character of their legal first name (johnsonh)
- Add additional letters of first name if address already exists (johnsonho)
- Lowercase: Use lower case to form address (e.g. johnsonh@yosemite.edu) for communications and publishing and format with case sensitive text as needed.
- Hyphens: Hyphenated names shall not be used, hyphens interfere with automated processes that create, maintain or use District network and email addresses.
- Periods: Periods (.) shall be used in place of a Hyphen to concatenate last names.
- Alternates: Work with Human resources staff when alternates are needed. Use discretion to avoid inappropriate phrases formed coincidentally. Shorten or use nicknames when length nears or exceeds maximum 64-character limit.

3.2.2. Characters Not Used

Note: This standard is more restrictive than IETF RFCs and is based on statewide multiagency recommendations and industry trends.
- Underscores: Do not use. Hard to read when underlined
- Hyphens: Do not use. Interferes with automated processes that create, maintain or use District email addresses. Hyphens also interfere with some applications such as SARS that use the local part of the email address for login names.
- Designations: Do not use Jr., II, PhD, or other designations
- Remove All Other Punctuation and spaces from employee's name and merge characters. (e.g. obrien, not o'brien; stpeter, not st peter)

3.2.3. Assumptions

Departments may choose to use the E-mail address naming conventions for their primary E-mail addresses and would also be considered in compliance with the standard.

- This standard provides naming conventions for employee network logins, E-mail SMTP aliases or primary SMTP E-mail addresses.
- This naming standard will NOT apply to students. Students will continue to have their own mail domain: userid@student.yosemite.edu
- E-mail systems should be prepared to process addresses which are long, although rarely

encountered (see IETF).
- This standard helps enable consistent naming, provides YCCD staff and departments with a standard for network logins, primary E-mail addresses and helps future migration planning.
- Special purpose email addresses can be set up such as cccfinacialaid@yosemite.edu or mjcfinacialaid@yosemite.edu. These accounts will not have an associated network login.

3.3 Goals

3.3.1 Goal 1: Promote Common IT Practices
Adopt standards, frameworks, and infrastructures that promote data sharing, an integrated end-user experience, and provide for common functionality across YCCD.

3.3.2. Goal 2: Provide an Integrated End-User Experience
Ensures citizens and businesses can interact seamlessly with all staff and areas within YCCD.

4. Glossary

Active Directory (AD)
An AD domain controller authenticates and authorizes all users and computers in a Windows domain type network assigning and enforcing security policies for all computers and installing or updating software. For example, when a user logs into a computer that is part of a Windows domain, Active Directory checks the submitted password and determines whether the user is a system administrator or normal user.

IETF
The Internet Engineering Task Force (IETF) is an international community concerned with the evolution of the Internet architecture. Through workgroups, it creates industry standards for Internet Message Format and Email Address Internationalization.

According to The Internet Engineering Task Force, there is a maximum 64-character limit in the "local part" (before the "@") and a maximum of 255 characters in the domain part (after the "@") for a total length of 320 characters.

SMTP
Simple Mail Transfer Protocol is the industry standard for Internet E-mail transmission.

5. References

IETF RFC's and Workgroups
- The Internet Engineering Task Force, Internet Message Format, 5322 (https://tools.ietf.org/html/rfc5322)

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- The Internet Engineering Task Force, Email Address Internationalization Workgroup, (https://datatracker.ietf.org/wg/eai/charter/)
- Application Techniques for Checking and Transformation of Names, IETF, RFC 3696, (https://tools.ietf.org/html/rfc3696);