



**State of Michigan**  
**Department of Information Technology**  
**TECHNICAL POLICY MANUAL**

SUBJECT

**ACTIVE DIRECTORY USER ACCOUNT NAMING STANDARD**

Type	NUMBER	DATE ISSUED	REVISION DATE	REVISION NUMBER	
Standard	1310.08	11-04-05			

## Purpose

The purpose of this standard is to ensure that all account names created within the State of Michigan (SOM) Active Directory implementation are consistently named.

## Scope

This standard applies all DIT employees, contractors or vendors that create accounts within the Active Directory.

## Standard Statement

Accounts within the SOM Active Directory information can be broken down into user accounts, administrator accounts, Schema administrator accounts and enterprise administrator accounts.

These accounts will have the following format:

### User Accounts:

User account names will be based on a person's surname (last name) followed by the first character of their first name. Duplicates are avoided by adding a numeric digit to the account name.

Example:

John Smith - smithj, smithj1, or smithj100

### Administrator Accounts:

Administrator accounts will follow the standard set forth above with user accounts. In addition they will be preceded with a single dollar sign ('\$').

Example:

John Smith - \$smithj, \$smithj1, or \$smithj100

### Schema Administrator Accounts:

The schema account will not be assigned to anyone.



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**Enterprise Administrator Accounts:**

Enterprise administrator accounts will follow the standard set forth above with user accounts. In addition they will be preceded with a two-dollar signs ('\$').

Example:

John Smith - \$\$smithj, \$\$smithj1, or \$\$smithj100

**Exception:**

There is a limitation of 20 characters for account names. If the user name exceeds 20 characters, the user's last name will be shortened according.

## Revision History

Revision Level	Effective Date	Description of Enhancements
	11-04-05	Initial Release

## Terms and Definitions

<b>Active Directory</b>	Is the distributed directory service that is included with Microsoft® Windows Server 2003 and Microsoft Windows 2000 Server operating systems. Active Directory enables centralized, secure management of an entire network, which might span a building, a city, or multiple locations throughout the world.
<b>Administrator Account</b>	Has access rights to add, change or delete objects defined in the Active Directory.
<b>Schema Administrator</b>	The Active Directory schema contains the definitions for all objects in the directory. Schema administrator has the authority to change this schema.
<b>SOM</b>	State Of Michigan



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## Related Documents

State Michigan Active Directory Design  
Naming Policy

## Forms

None