DEFINITIONS:

- **EVMS** includes:
  - Eastern Virginia Medical School (EVMS)
  - Eastern Virginia Medical School Health Services (EVMSHS)
  - Eastern Virginia Medical School Pediatric Faculty Associates (EVMSPFA)

- **ITMT** refers to the appropriate member of the Information Technology Management Team comprised of the management representatives of:
  - The EVMSHS Data Processing Department
  - The EVMS Business and Financial Information Systems Center
  - The EVMS Network Information Center
  - The EVMS Data Base Center
  - The EVMS Communications Department
  - The EVMS Library Services

- **Information Services Department** refers to the technology department/personnel responsible for the related services.

PURPOSE: A consistent approach for creating network usernames assists in accomplishing the following objectives:

- It can minimize the possibility of duplicate account names.
- It can use eight or less letters to reduce the conflicts with legacy systems.
- It can permit consistent, automated creation of account names from the real names of people.
- It can permit easy searching for names from automated systems.
- It can permit use of a universal directory such as LDAP for authentication.

POLICY: To satisfy the objectives, the following naming convention was adopted in late 1998 by the EVMS information technology leadership. All Novell, NT Domain, and Exchange Mailbox usernames are constructed accordingly:

- Account usernames are to consist of the first six letters of the person’s last name, followed by the first and middle initials. When the last name has less than six letters, the entire last name, followed by the first and middle initials will be the account name.
- If the person has no middle initial, the placeholder will be left blank, i.e., the first six letters of the last name followed by the first initial.
- In the case of hyphenated last names, the last name will be utilized only up to the hyphen. The last name and full name fields in Novell NDS, NT Domain list, and Exchange mailbox will use the full-hyphenated name.

PROCEDURES:

- NT Domain list, and Exchange mailbox will use the full-hyphenated name.
- In general, usernames are not case sensitive (although passwords are).
ACCOUNT NAMING CONVENTION: POLICY 1.40

- Username duplications or special requests will be referred to appropriate ITMT director for resolution.
- Examples:

<table>
<thead>
<tr>
<th>Full Name of Account Holder</th>
<th>Account Username Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah F. Tennyson</td>
<td>tennyssf</td>
</tr>
<tr>
<td>Robert A. Smith</td>
<td>smithra</td>
</tr>
<tr>
<td>Xiao Liu</td>
<td>liux</td>
</tr>
<tr>
<td>Roberta F Smith-Davis</td>
<td>smithrf</td>
</tr>
</tbody>
</table>