TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 56.01.03 - Institutional Computer Naming Convention Standards

PURPOSE: To provide the policy requirements for the use of technology resources and associated data within Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso). This policy outlines general compliance instructions, and responsibilities for the use of technology resources.

REVIEW: This policy will be reviewed every odd-numbered year by the Director of Computer Support Services and approved by the Chief Information Officer (CIO).

 POLICY/PROCEDURE:

Computer Naming Convention

- Three-letter city code (e.g., ELP), ELPIT-T078943

- Department code (e.g., IT, SOM, PED), ELPIT-T078943

- The letter "T" (The "T" signifies that the number is a TTUHSC El Paso inventory ID desktop), "L" (The "L" signifies that the number is a TTUHSC El Paso inventory ID laptop): ELPIT-T078943, or "M" (The "M" signifies that the number is a TTUHSC El Paso inventory ID MAC.

- A six-digit inventory tag number (five digit tag numbers will be preceded by a zero): ELPIT-T078943

- If an inventory tag number is not available, the department will have to contact ELP Property Management at baelp-asset.accounting@ttuhsc.edu for a replacement