

Device Naming Scheme

Each PC name is made up of **three parts**, separated by hyphens:

Location Codes

Code	Description
HS	High School
Elem	Elementary School
ADM	Administration Offices
AG	Agriculture Department

Owner or Lab Identifier

Type	Format Example	Notes
Individual	JWe1ch	Use the user's AD username (typically first initial + last name)
Old Lab PC	HSLab17	Use HSLab followed by PC number
New Addition Lab PC	NALab5	Use NALab followed by PC number

Installation Year

Use the **last two digits** of the year the PC was installed.

Year	Code
2023	23

Year	Code
2024	24
2025	25

Laptops

If the device is a laptop append the end of the name with **LT**

Examples

Description	PC Name
Jennifer Welch's PC at the High School (2025)	HS-JWelch-25
PC #17 in the Old High School Lab (2021)	HS-HSLab17-21
PC #5 in the New Addition Lab at Highschool (2024)	HS-NALab5-24
Steve Waigand's Laptop in the Elementary (2023)	Elem-SWaigand-23-LT

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