

Server Standard Build Examples

DISCLAIMER: Sample documentation provided in this section is for example only. Each department should develop their own documentation based on processes, requirements and risks that are unique to them.

The following is an example of a Windows Server 2003 Configuration.

Windows 2003 Server Configuration-Standardized Checklist & Procedure			
Configuration #2			As of : xx/xx/2007
This config checklist is to be signed by server admin and put in the server audit binder.			
Note: When communicating on contents, please refer to the ITEM # 's in first column .			
Item #	TO DO ITEM & Details	Add'l Info	
1	Inventory If the Server is new, give a PO-invoice copy to Department Mgr for inventory & tagging		
2	Vendor Image If server is new, use Altiris to create image of drive for possible emergency restoral		
3	DNS Register Process DNS Registration request		
4	IP Request IP from Bids IP Database.		
5	Start OS installation Boot from the Windows 2003 CD and format Drive	Do a reformat as NTFS whether old or new drive	
	Network settings #1 Done during OS installation wizard:		
6	Under TCP/IP properties, configure network IP	Designate 130.191.1.1 & 200.1 as DNS servers	
7	Click on >Advanced > DNS Tab	For "Append these DNS suffixes:.." add "sdsu.edu" entry	
8	Add "sdsu.edu" in "DNS suffix for this connection"	Clear (deselect):"Register this connection's addresses in DNS"	
9	Join dept.sdsu.edu domain using your individual domain admin account as authority		
10	Company & Organization = SDSU & DEPT	Computer name = Property tag # or C-series tag #	
	Using login as local Administrator:		
11	Service Pack Install the latest Service packs		
12	Local Accts If it is not already done, rename local "Administrator" account to "jsmith" or other as announced);	Renaming may occur automatically by DEPT domain policy if in effect. Sysadmin must enter his/her pwd manually	

13		Create local admin accounts. One primary account (renamed upon joining DEPT domain). One backup account.	Use local account logons minimally. Use local login in event of severance from domain & to rejoin domain, domain login lock out or disablement of primary accounts.
14		Disable the built-in "guest" account & assure it was renamed "guest123" by domain policy; if not, rename manually	
15			
16	Display & Screen Saver	Display Properties > set Screen area to 1024 x 768	
17		For local admin profiles set Screen saver to Logon Screen Saver > Wait: 5 min >select "Password Protected"	For servers, the typical condition should be a Logged out status.
18	Network settings #2	Local Area Connection properties = select "Show icon in taskbar when connected" so that network speed displays in sys-tray	
19	Security Patches & Polices	Start > Run > secpol.msc Account Policies > Minimum password length = 8 characters; enable "Passwords must meet complexity requirements"	The need to perform these steps may be superceded by a Global Domain policy.
20		Start > Run > secpol.msc Local Policies > Audit Policy > Audit account logon events > "Audit these attempts" select "Failure" & "Success"	
21		Start > Run > secpol.msc Local Policies > Security Options > Additional restrictions for anonymous > select "Do not allow enumeration of SAM accounts and shares"	
22		Start > Run > secpol.msc Local Policies > Security Options > Interactive login: Do not display last user name	
23		Control Panels: enable Auto Update by selecting "Keep my computer up to date." and Notify me but don't automatically download or install them	
24	NTFS Security Settings	Do not modify any object's security settings	
25	Shares	Record any, all created shares for server administration:	
26	Services	Record any disabled/stopped services:	
27	Printing	Create standard TCP/IP Port for assigned printer	
	Software	Server Standard Programs: Install from \\Server1\Install Shortcuts	
28		McAfee 8.X, plus ePO	Verify current status of DAT & Scan Engine
29		Browser IE; current version plus all security patches	
30		Adobe Acrobat, current version	
31		WinZip 7 (Start with WinZip Classic)	
32		NovaNET: if backup of server is required, please submit request to NN sysadmin with	
33	Product Software	Install the primary applications for the server's purpose. <u>Record software installed:</u>	
		a Certain software is disallowed due to security vulnerabilities. Consult SDSU AUP for list.	
		b Use of remote access software such as VNC and PC-Anywhere must be approved by	

	Configure	Configurations Using admin2 logon profile:	
34	Windows Explorer view settings	Folder display: View > Details Tools > Folder Options > Use Windows classic folders > Apply; View >Advanced Settings	Select: Display compressed files and folders with alternate color
35		Display the full path in the address bar; Show hidden files and folders; Display the full path in title bar	Deselect "Hide file extensions of known file types" > Apply > Like Current Folder > Yes > OK
36		Launch IE to configure without creating an e-mail account, with no selection for proxy server, and make sdsu.edu the home page	If server is an upgrade of a prior server, remember to save & import existing useful IE Favorites
37		Go to Add/Remove > Windows components to remove Outlook	Delete Outlook shortcuts & extra unused icons
38		Right-click Task Bar & clear "Use Personalized Menus"	
		Server Rebuild	
39		If server administrator determines a rebuild of the server or/and reformatting of its drive(s) is necessary, please notify ITSO & submit rebuild plan to BIDS Manager	
		Additional Operational Notes:	
		a Server must remain a member of the dept.sdsu.edu domain at all times	
		b Passwords: do not display server login passwords	
		c Notify all DEPT Techs or/and department DAREs/End users as appropriate if shutdown or disable of networking on server is necessary, including date/time of outage.	
		d Abide by the SDSU Computing Acceptable Use Policy published at: http://security.sdsu.edu/policy/aup.html	
		e On-line subscriptions to mailing lists or other lists must have a defined business need to be approved by ITSO or DEPT Manager	
DATE:		SERVER ADMINISTRATOR SIGNATURE:	