Lehigh University Procedure for
Subdomains for third-party services

1.0 Purpose:  What we want to accomplish

We all recognize the weight that a .edu domain carries with it. From a Lehigh University perspective, we take great pride in our reputation and want to protect it. We have a very strong technical staff at Lehigh University that is responsible for the administration of our Lehigh University hosted technical services, and we partner with talented third-party vendors in order to improve our services. It can be difficult to determine when to use Lehigh University subdomains, especially when working with third-party vendors. The purpose of this document is to set up specific criteria outlining when a Lehigh.edu subdomain should be used vs. implementing redirects to a third-party vendor.

2.0 Scope

This procedure applies to all Lehigh University departments and the staff and faculty within those departments as they enter into contracts and agreements with third-party vendors.

3.0 DNS Background & Recommendations

Domain Name Service (DNS) is a service that connects meaningful human-readable names/URLs with their numeric IP addresses. Lehigh University Library & Technology Services (LTS) maintains multiple DNS servers at Lehigh University.

LTS retains official responsibility for maintenance of the DNS servers, including all subdomains, hostnames, CNAMEs, and all other DNS record types for Lehigh University. Our DNS servers are maintained by well-trained LTS system administrators that adhere to university policies and best practices related to server administration and security. Our DNS