

## **Temporary Network Connectivity for Non-BCC Computers and Devices**

Procedures apply to computers/devices not usually connected to BCC County networks. A need exist to temporarily connect for a specific, short-term purpose. Reasons might include, but not limited to:

- Vendor presentations to County personnel
- Outside organizations using County meeting rooms
- Training provided by outside personnel

When a requestor becomes aware of needed County network connectivity, the following must occur:

- Notify Systems and Networks Division (SAN) minimum one week prior to event
- Provide any other special requirements, *i.e. Firewall access, use of county email, or any type of special hardware or software requirements*
- Provide Administrative level access upon SAN request

Equipment used during connectivity is under County network support. Okaloosa County BCC is not responsible for equipment or failure of equipment during this time. Computers/devices must be available to SAN personnel at the connection location at least one hour prior to the scheduled event. This time allowance may vary. Equipment must be able to run files through a USB, DVD/CD device. SAN personnel will scan the computer/device for viruses before allowing configuration and connectivity to the network.

*Notify the SAN Help Desk at 689-5099 or email The Distributed Client Support Coordinator at [Sanhelpdesk@co.okaloosa.fl.us](mailto:Sanhelpdesk@co.okaloosa.fl.us).*