

Temporary Network Connectivity for Non-County Computers

This procedure applies to any computer equipment which is not usually connected to the County network but needs to be temporarily connected for some specific, short term purpose. Some reasons would include, but not be limited to, vendor presentations to County personnel, outside organizations using County meeting rooms, or training provided by outside personnel. Computer equipment for the duration of connectivity is considered under County network support. Okaloosa County BCC is not responsible for equipment or failure of equipment during this time.

When any person becomes aware that he/she has a need to connect a computer to the County network in this manner, the Systems and Networks Division (SAN) must be notified. Notification should be made at least one week in advance of the required time in order to provide adequate planning and to insure that SAN personnel are available at the required time and location. Any special requirements should be provided at that time. Special requirements might include, but not be limited to, access through the County firewall for anything other than normal web access, use of county email, or any type of special hardware or software requirements.

If the computer is required to be on the network at a specific time, i.e. a scheduled meeting, it must be made available to SAN personnel at the connection location a minimum of one hour prior to the scheduled time. This time may be adjusted at the time of notification. Administrative level access to the computer must be provided and it must have an operational CDROM drive. The computer will be scanned for viruses by SAN personnel before it is configured and connected to the network.

Notify the SAN Help Desk at 689-5099 or email Tom Pallone at tpallone@co.okaloosa.fl.us.