



**Educational Services**  
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To: All Marshalltown Education Center Visitors

Subject: Internet Access

### **Policy Summary**

The only PC's that are to be connected to the Fisher LAN are those belonging to Emerson Process Management employees, and which are registered in the Emerson system. These PC's are also required to be current with Security Updates and Virus Protection software.

### **Non-Emerson Employee Access to the Internet**

All Non-Emerson guests, students, visitors, etc. may connect to our guest wireless network located within the Marshalltown campus. A username and password will be given to our guests by the building receptionist along with instruction on how to establish the connection.

Individuals attending Education classes may also have unlimited access to the internet on the PC that is located just outside the Educational Services Registrar's office. Contact any member of the Education Administrative team for the current login and password.

### **Notification to Visitors**

At the beginning of any school, conference, seminar, or other such meeting held in the Education Center involving participants other than Emerson employees, an announcement will be made by a member of the Education administrative team to reinforce our LAN policy. This message will also be posted in all Education classrooms and lab.

### **Non-Compliance**

PC's found in violation of the above are to be immediately removed from the LAN and physically quarantined (confiscated and held in the Education Registrar's Office) until guest departure.

Dorothy Hellberg  
Director Educational Services  
Emerson Process Management