



## 1. Request for Wireless Connection

Personnel requests for wireless connection for mobile devices.

<b>Office or Division:</b>	Case Management Service (CMS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to citizen			
<b>Who may avail:</b>	OSG Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Online Request form/link (one per device)		OSG intranet		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to intranet and follow the Wifi connection request link	1. CMS automatically configures the	None	10 minutes	<i>Computer Operator</i>



2. Type the required information	Wifi connection.			
3. Wait for approval ticket				
4. Upon approval in 5-10 minutes, bring the device to CMS for connection				
Total Processing Time			10 minutes	