



1. Request for Wireless Connection

Personnel requests for wireless connection for mobile devices.

Office or Division:	Case Management Service (CMS)			
Classification:	Simple			
Type of Transaction:	Government to citizen			
Who may avail:	OSG Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Online Request form/link (one per device)		OSG intranet		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	