

## Creating a New Account

- When in the courtrooms (Hato Rey, Old San Juan or Ponce) or adjacent areas, activate your mobile device WIFI capabilities.
- Select “ATTY\_wifi” from the available network list.
- Select to connect automatically and when asked for a password or security key, enter the following phrase (without the quotes): “we the people”.

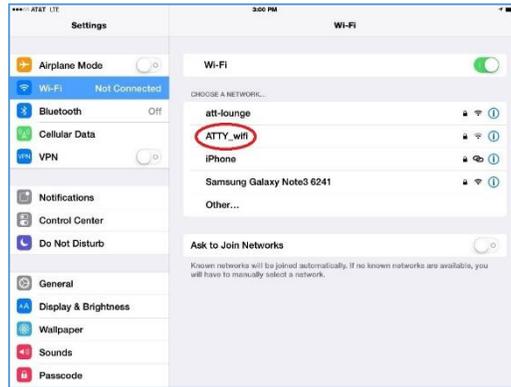


Figure 1 Selecting WIFI Network (Apple iPad)

- Open your favorite browser and the Attorneys’ WIFI Welcome Page will automatically appear.
- After thoroughly reading the “Terms and Conditions of Use”, select Create Account.
- In the name field, enter your “**group identifier\*** & first & last name”, “email address” (use in CM/ECF) and the “password” that you would like to use within the system. (see figure 2)
- **\*When entering your name it is important to enter your access group identifier before the name. See below:**
  - **Attorneys – bar number & name & last name – (i.e. 123456 John Doe)**
  - **Government Attorneys – GXXXXX & name & last name – (i.e. G12345 Jane Doe)**
  - **Pro Hac Vice Attorneys – PHV & name & last name - (i.e. PHV Jane Doe)**
  - **U.S. Trustees – UST & name & last name - (i.e. UST John Doe)**
- Click on “Create Account” once again to complete your request.

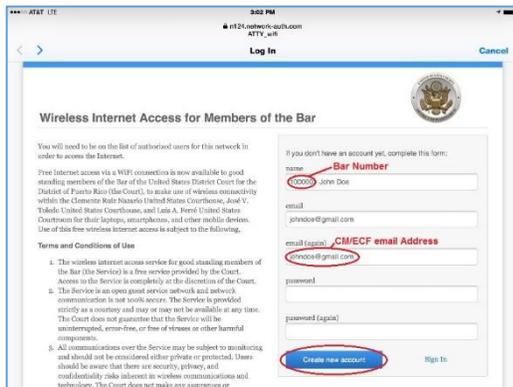


Figure 3 Entering Personal Information (Apple iPad)

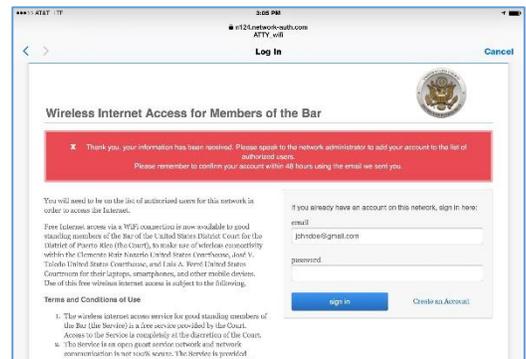


Figure 2 New Account Acknowledge (Apple iPad)

- You will receive an email with a verification link for you to confirm the new account request. Click the appropriate link and on “Yes, confirm this” to complete the process. (see figures 4 and 5)
- Wait for the Court Network Administrator to verify your information and authorize your account. (Due to the information verification process, this might take from a few minutes to a few hours.)

```
Hi

You signed up for a Meraki account using the email
Please confirm your account here:
https://n124.network-auth.com/account/confirm?key=a8817240145d692fa16cf7f246fbde31eba4df37

If you received this email in error, please click here:
https://n124.network-auth.com/account/report\_error?key=a8817240145d692fa16cf7f246fbde31eba4df37

Thanks,
Meraki
```

Figure 5 Verification Links

Figure 4 Confirmation eMail

- Once your account has been authorized, you will receive an email acknowledging that you are authorized to use the WIFI service. Also, the included link will allow you to modify your personal information, email address and password.

```
Hello

You are now authorized to use ATTY_wifi.

You can manage your account at https://account.network-auth.com/.

Thanks,
Meraki
```

Figure 6 Authorization Completed eMail

- Now when accessing the service’s Login Screen, you must select Login and proceed to enter your email and selected password to use the service.