How to Create a New Attorneys' WiFi Account

Introduction

Free Internet access via a **WiFi** connection is now available to **good standing members of the Bar** of the United States District Court for the District of Puerto Rico within the following court locations:
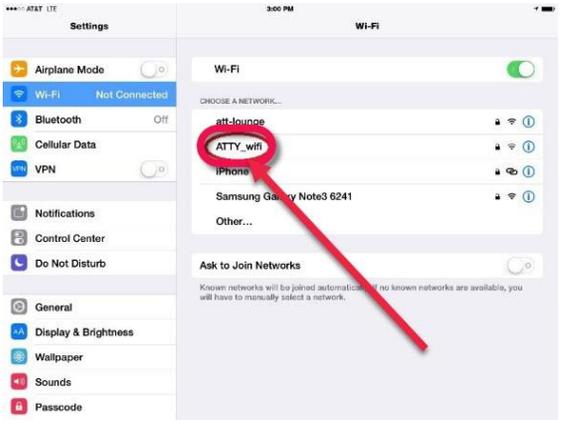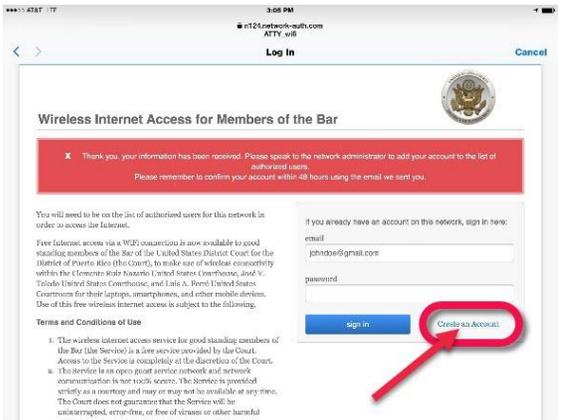
- Clemente Ruiz Nazario United States Courthouse – Hato Rey, PR
- José V. Toledo United States Courthouse – Old San Juan, PR
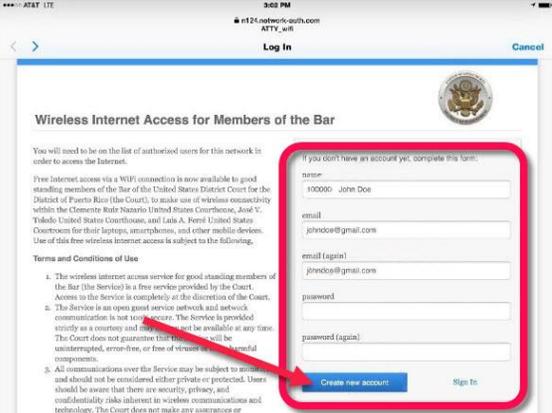- Luis A. Ferré United States Courtroom – Ponce, PR

This Attorneys' Wifi allow attorneys to connect their laptops, smartphones, and other mobile devices to the **Internet wirelessly**. Use of this free wireless internet access is subject to the following **Terms and Conditions of Use**.
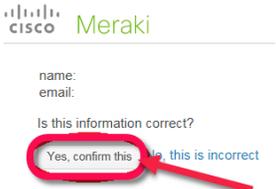
This step-by-step procedure explains how to **create a new user account** to access the Attorneys' Wifi.

Procedure

Follow these steps to **create a new user account** to access the Attorneys' Wifi:

Step	Screen
1. When in the courtroom or adjacent areas, **activate your mobile device WiFi** capabilities. 2. Select **ATTY_wifi** from the available network list. 3. Select to **connect automatically** and when asked for a *password or security key*, type the following phrase: **we the people**	
4. **Open** your favorite **browser** and the *Attorneys' WiFi Welcome Page* will automatically appear. 5. After thoroughly reading the "*Terms and Conditions of Use*", click **Create Account**.	

Step	Screen

6. In the *name* field:
 	
• ***Attorneys admitted to the Federal Bar*** must type their **Bar Number**, **first name**, and **last name** *separated by spaces*.
 	
   o **Example**: 123456 John Doe
 	
• Government Attorneys must type their **government Bar Number** (starting with G), **first name**, and **last name** *separated by spaces*.
 	
   o **Example**: G12345 Jane Doe
 	
• Pro Hac Vice Attorneys must type **PHV**, **first name**, and **last name** *separated by spaces*.
 	
   o **Example**: PHV James Doe
 	
• U.S. Trustees must type **UST**, **first name**, and **last name** *separated by spaces*.
 	
   o **Example**: UST Jenny Doe
 	
7. In the *e-mail* field, type the **primary e-mail address used in CM/ECF**.
 	
8. In the *e-mail (again)* field, type the **same primary e-mail address** used in CM/ECF.
 	
9. In the *password* field, type a **strong password** to access the Attorneys' WiFi.
 	
10. In the *password (again)* field, type the **same password** to access the Attorneys' WiFi.
 	
11. Click **Create New Account**.	

12. You will receive an *e-mail confirmation message*. **Open** this e-mail message and click on the **URL link** to **confirm** your new user account.	

Step	Screen
13. Click **Yes, confirm this**.	
14. The *Court Network Administrator* will validate your information in order to *authorize* your new account. This validation process requires a **few hours** to complete. 15. You will *receive an e-mail message* when your new account is **authorized** to use the Attorneys' WIFI service. This message includes a *URL link to modify your personal information, e-mail address and WiFi password*.	Hello You are now authorized to use ATTY_wifi. You can manage your account at https://account.network-auth.com/. Thanks, Meraki