

## Parties to a Matter: Connecting to the OPSGuest Wi-Fi Service Using Personal Devices

OPSGuest Wi-Fi has been installed in the courthouse to provide “Parties to a Matter” with access to the Internet in certain areas throughout the courthouse.

This service requires authentication via a “Guest Account” with a specific user name and password. Users must apply for a six-month “Guest Account” before accessing the service. The “OPSGuest Account Application” form is attached to this document. Guest accounts expire six months after activation, and upon expiry of the Guest account, applicants are required to re-apply for new accounts.

Users should only access the service using a single personal device.

### Applying for a six-month account

1. Complete the “Ontario Public Service Guest (OPSGuest) Wi-Fi Account Application for Parties to a Matter” form.
2. Email the completed form to [wifi@ontario.ca](mailto:wifi@ontario.ca).  
A username and password will be emailed to the applicant once the form is processed.

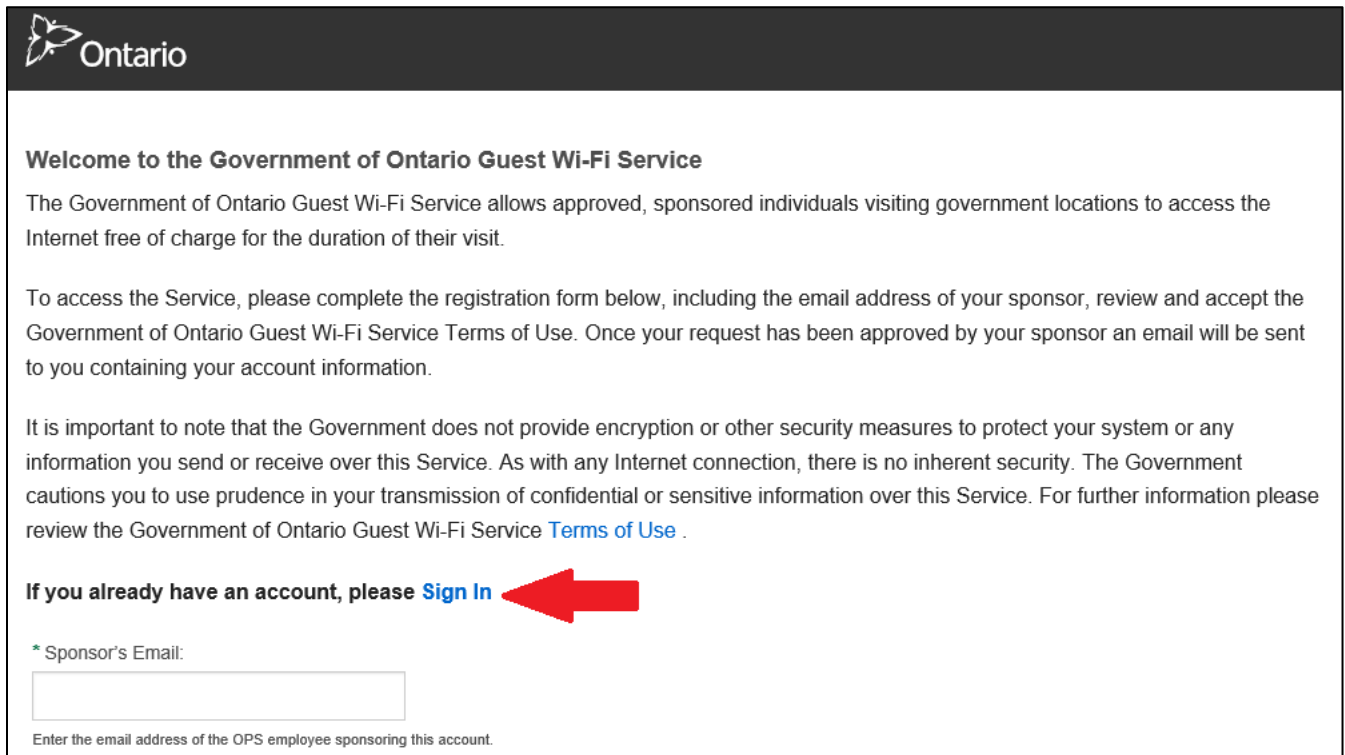
### Connecting to the OPSGuest Wi-Fi using the Guest Account

1. After you have received your username and password, search for available Wi-Fi signals within the courthouse, select OPSGuest, then click **Connect**.



2. Open the web browser on your device and attempt to browse the Internet. You will be presented with the “Welcome to Government of Ontario Guest Wi-Fi Service” web page. Click **Sign in**.

**Do not register to access the network by completing the form on the “Welcome” page. This will only provide you with temporary, 8-hour access to the service.**



**Welcome to the Government of Ontario Guest Wi-Fi Service**

The Government of Ontario Guest Wi-Fi Service allows approved, sponsored individuals visiting government locations to access the Internet free of charge for the duration of their visit.

To access the Service, please complete the registration form below, including the email address of your sponsor, review and accept the Government of Ontario Guest Wi-Fi Service Terms of Use. Once your request has been approved by your sponsor an email will be sent to you containing your account information.

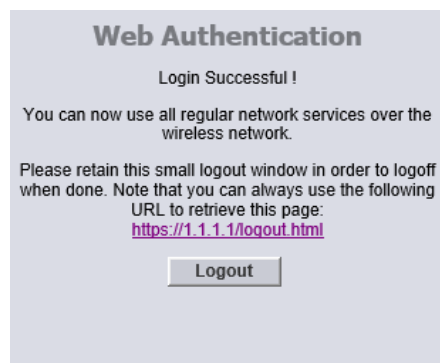
It is important to note that the Government does not provide encryption or other security measures to protect your system or any information you send or receive over this Service. As with any Internet connection, there is no inherent security. The Government cautions you to use prudence in your transmission of confidential or sensitive information over this Service. For further information please review the Government of Ontario Guest Wi-Fi Service [Terms of Use](#).

If you already have an account, please **Sign In**

\* Sponsor's Email:

Enter the email address of the OPS employee sponsoring this account.

3. You will be taken to the Login page. Enter the “Guest Account” username and password that was sent to you, then click **Log In**.
4. It might take up to 30 seconds to establish the connection. Once connected, you should see the screen below. You are now connected to the OPSGuest Wi-Fi.



### Dealing with connection issues

OPSGuest Wi-Fi is provided as a convenience only. No support is offered for this service.

Please note that Wi-Fi should not be relied upon to present a case.