Approve Requisitions using a Wireless Device

Approvals may only be done using the Rootown wireless network or a direct on-campus connection. If you wish to use a wireless device for approval purposes, the following guidelines apply:

- Smartphones are NOT supported devices for approving requisitions.
- iPads (or other tablet devices) may be used to approve requisitions. Keep in mind, the View Printable Version link on the Approval page will NOT work on a tablet device.
- Your wireless device must be using the Rootown wireless network. Instructions are provided on the next page for connecting to Rootown using an iPad.
- Additional instructions for setting up the Rootown wireless network on various devices/operating systems can be found on the Support Desk wiki.
Connect an iPad to the rootown Network

The following steps demonstrate the process of changing the Network specified on the iPad. In order to access certain applications, such as PeopleSoft, you must be using the University of Akron wireless network, rootown.

1. Tap Settings.
2. Tap Wi-Fi, if it is not already selected.
3. Make sure Wi-Fi is set to On. Under Choose a Network, tap rootown. Note: If you don’t see rootown listed, continue to Step 5.

![iPad Wi-Fi Settings Screenshot]

Known networks will be joined automatically. If no known networks are available, you will be asked before joining a new network.
4. After a few seconds, a checkmark should appear next to rootown. You are now using the rootown wireless network.
5. If this is the first time you are using the rootown network, you will need to follow a few additional steps. Under choose a Network, tap Other.
6. In the Name field, type rootown. Tap Security and select WPA2 Enterprise and then tap Other Network to return to the previous screen.
7. Enter your UAnetID and password in the username and password fields.
8. Tap Join. You are now connected to the rootown wireless network.