DATE:             February 10, 2014

TO:               Regional Directors
                  Deputy Regional Directors
                  State Statisticians
                  NASDA Coordinators

THROUGH:          Scott Cox
                  Chief
                  Data Collection Branch

FROM:             Pam Hird
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                  Data Collection Branch

**SUBJECT:**          **Permitting Access to Public Wi-Fi from CAPI iPads**


In an effort to accommodate field enumerators who frequently encounter areas with poor 3G or 4G signals, the CAPI Group has been approved to offer access to public Wi-Fi on the iPad.  This approval allows enumerators another means to connect to the internet to download questionnaires and transmit data in areas where cell coverage may be insufficient. Extensive testing in several regions has proven this to be a valuable and secure alternative for connecting to the internet for CAPI.  We would like to thank the Northeastern and Eastern Mountain Regions for their assistance with testing.

This change in policy allows users to take advantage of public Wi-Fi when they are traveling for enumeration.  Enumerators should exercise good judgment when taking advantage of this additional option; being mindful to not increase mileage costs.  In addition they should be cautious of the confidentiality of the data they are working with and of protecting PII when they are in public areas.

Additionally, any enumerator can now connect to his or her home Wi-Fi.  In the past enumerators had to receive prior approval to connect to a home Wi-Fi and have password protection on their router.  Prior approval is no longer necessary.  Securing a home Wi-Fi router with a password is always recommended as a best practice regardless of whether or not the router is being used for work purposes. Please note that there will be no reimbursement by NASDA or NASS for the purchase of or monthly fees associated with a home Wi-Fi router.

Attached are instructions for the connection procedure.  Each RFO should provide these instructions to their enumerators and be available to help walk them through the process if needed.  If you have any questions regarding these procedures or the policy please contact Pam Hird (202) 690-1185 or Robin Gannon (202)308-4350.

**Enumerator Instructions:**

1. **Setting up the iPad**:
   - ➢ Touch on the **Do Not Use** icon.
   - ➢ Under **Settings,** touch **Wi-Fi** on the left of the screen.
   - ➢ On the right side of the screen slide the **Wi-Fi** radio button to the **on** position (enumerators who already connect to their home Wi-Fi will already have this set to the **on** position).
   - ➢ Slide the radio button next to "**Ask to Join Networks**" to the **on** position.
   - ➢ Hit the **home** button.
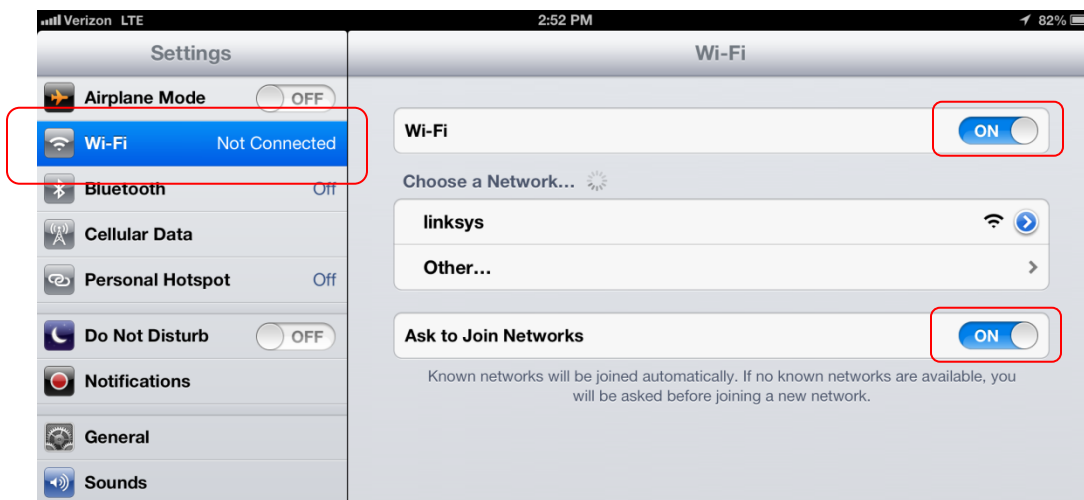


** When a connection is made to a Wi-Fi network, an icon will display at the top left resembling three horizontal curved lines.
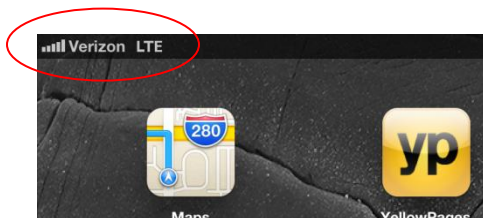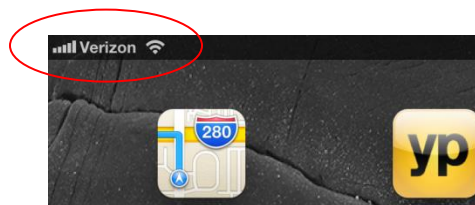


Wi-Fi OFF                    Wi-Fi ON

2. **Connecting to a Public Wi-Fi**: Establishments where you may find Wi-Fi available include libraries, fast food restaurants, coffee shop, and highway rest stops.  When you arrive at a place that provides public Wi-Fi for the first time, your iPad will offer to connect you to their network when you first attempt to access the internet. Below is an example of the public Wi-Fi offered at Dunkin Donuts (figure 1).  Different Wi-Fi networks will have somewhat different pop-up prompts to connect, but the procedure will be similar to the example shown. Normally, public Wi-Fi networks will have "guest" in the name.  Touch "DDGuests Wi-Fi" and a second pop up window displays (figure 2).  Touch "I Agree" and a confirmation window may appear (figure 3). Touch "internet" to close the box.

You should see the icon at the top left of your home screen indicating you are now using Wi-Fi.  You can also check by going to your settings and seeing if there is a check mark to the left of the listed network under setting/Wi-Fi (figure 4).

Sometimes you may be offered to connect to network that has a lock icon displayed next to it.  These are private networks that require a password to use (figure 5).  These are not available to use and should be ignored.
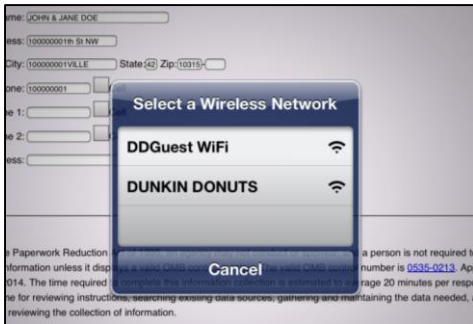
Figure 1                                                        Figure 2



Figure 3

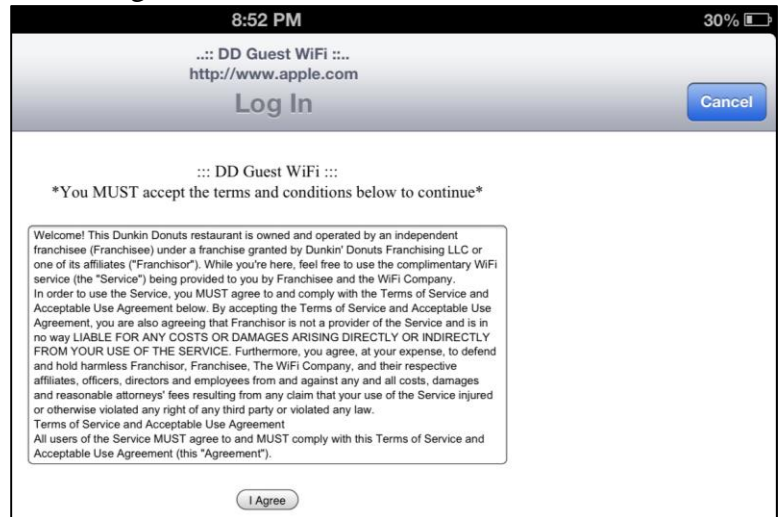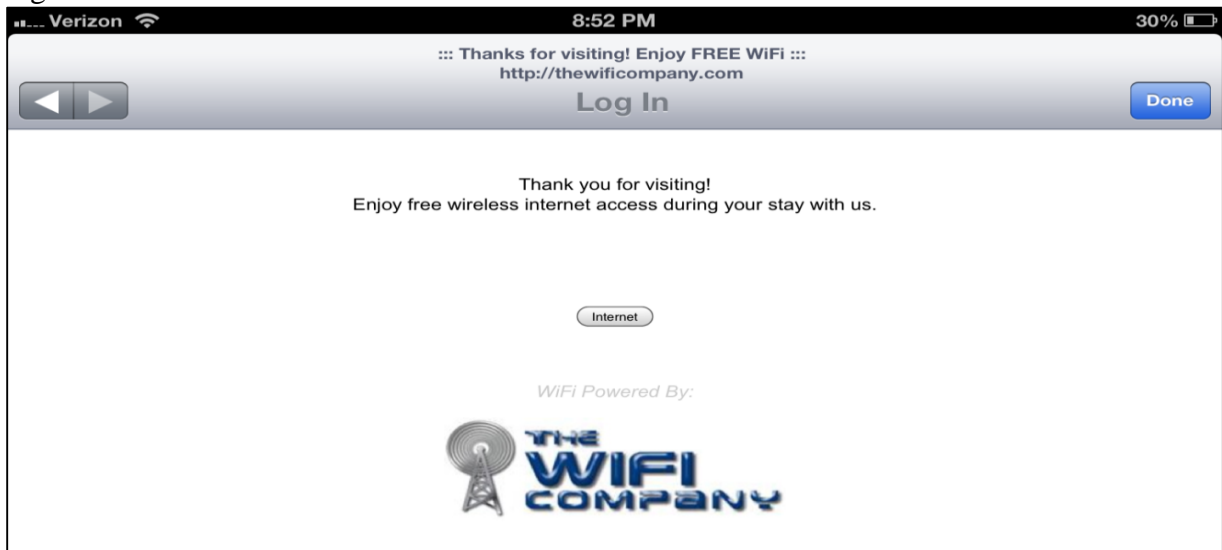Figure 4                                                                                    Figure 5



3. **Connecting to a home Wi-Fi with password protection:** Follow the same instructions in step 1 to configure your iPad.  Touch on the name of your home network and it will prompt you to enter your router's password. Enter your password and tap "join". (Note: this password is part of your router configuration and is not the same as your iPad passwords or CAPI login.)


Once you have successfully connected to a Wi-Fi network continue your CAPI work as usual; loading questionnaires and submitting data.  When you drive outside the range of the network you are connected to your iPad will automatically disconnect from that network and revert back to your 3G or 4G cellular service (you will not have disconnect from that network manually nor will you lose any questionnaires you have downloaded to your iPad).  The next time you visit that same place the iPad will recognize the network and connect automatically for you.  You do not need to turn Wi-Fi off in the settings each day; it can remain on.  If a pop up appears similar to figure 1 offering to connect you to a Wi-Fi and you do not wish to, simply hit cancel.  If this happens repeatedly you can turn Wi-Fi off in the settings by sliding the radio button next to the Wi-Fi to the off position until the next time you want to use it.