Getting Access (computing &/or an ID badge) at Fermilab Overview

For complete step by step instructions, please visit the Access and Badging Instructions page

Access Request Form

User/ Affiliate/ Sub-Contractor:
Fill out the Access Request Form

You will get an email with an RITM # if it was submitted correctly

Expected time 5-15 minutes

Make sure you have gathered your information such as point of contact information, affiliation, purchase order (PO) number for sub-contractors (in most cases).

Complete this on a computer (not a smart phone)

Approvals

(these are generated within the system workflow)

1. Fermilab Point of Contact

2. Contingent coordinators (*Sub-Contractors only*) from the appropriate division will confirm that the details from the access request line up with the contract or agreement

3. Fermilab Affiliation Representative (i.e. experiment/division)

4. Export Control and Foreign National Access Program (*If your country of birth and/or country of citizenship are not the United States*)

5. Agreements Review *(Users/Affiliates only)* if your home institution has not already signed an agreement or the existing one needs to be renewed

Your Fermilab Point of Contact or Campus Access can see where you are in this process. Email campusaccess@fnal.gov with your RITM #.

Expected time a few hours up to 6+ weeks

The following can impact the wait time:
- Incorrect information (i.e. missing PO number, typo in email address, etc.)
- Waiting on approvals (the first three steps)
- If applicable, waiting on the FNAP, export control and agreements processes.
- Putting onsite dates on the request, if you do not currently have onsite approval or plans to be onsite.

You will receive the onboarding emails once this step is complete

Onboarding

You will receive 2 emails from Fermiworks/WorkDay with login information. You must log in and complete the tasks assigned to your FermiWorks inbox. Onboarding is completed when you refresh the FermiWorks inbox and there are no more tasks left. Once you are done, the request needs to be reviewed by the Campus Access team before moving to the next step.

Expected time 10-30 minutes

Pro tip! Do this on a computer. If you do not have a computer, and you must do this on your phone, download the Workday app for a better interface.

Computing Accounts
(if applicable)

If you have requested computing accounts, once the onboarding is done, the request needs to be reviewed by the Service Desk. **This is not an automated process.**

Expected time 2-5 days

This depends on the volume of requests

Informal / Formal Invitation Letters

Once you have completed onboarding, the Campus Access team has confirmed your onboarding, and your computing accounts are active (if applicable), you will receive an "informal invitation letter" from Fermi@servicenowservices.com with your Fermi ID number and the dates of your approved access. If requested on site access the informal invitation letter will have a QR code. You must provide the letter to the security guard at the gate.

If you requested a formal invitation letter, this will be sent to you once the FNAP team has initiated it.

Make your Badging Appointment (if applicable)

If you need an ID badge and have received your informal invitation letter, **schedule an appointment**.
Before making the appointment, please go through **the check list** to be sure you have completed all the steps and relevant trainings. This will ensure that your appointment will go smoothly.

What to bring to your appointment

- Informal Invitations letter with QR code
- REAL ID compliant document
- Relevant documents

Contact: campusaccess@fnal.gov - https://get-connected.fnal.gov/access

Security and Covid Information: https://eshq.fnal.gov/atwork/site-security-access/