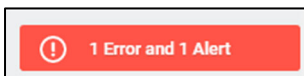# ONBOARDING IN FERMIWORKS

FAQs & TIPS FOR NAVIGATING FERMIWORKS ONBOARDING:

After you submit your access request and it is approved, you will be emailed your username and a temporary password to log in to FermiWorks/Workday. If you have logged in to FermiWorks in the past, you will not receive a new temporary password and you should use the password that you set up the last time you logged in; you can use the "forgot password" link or call the Service Desk at 630-840-2345 for help.

If at any time you see one of the following alerts in FermiWorks, it means you are missing information. You can click on the alert box to get more information on what is missing.
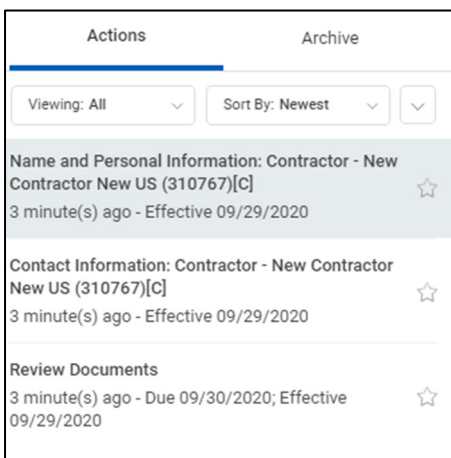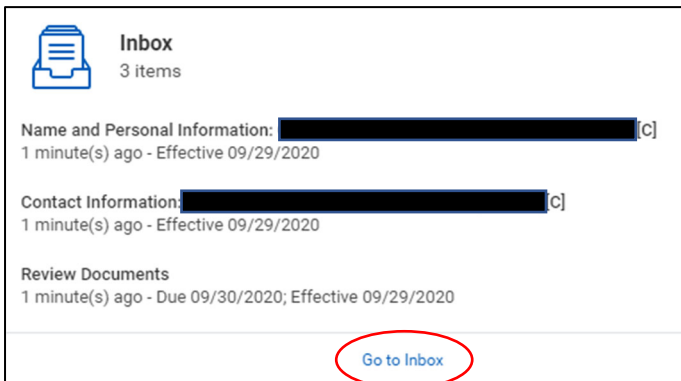
   A yellow alert can be bypassed by clicking "Submit" again

   A red alert CANNOT be bypassed. You MUST go back and complete the information.

Once you log in to FermiWorks, it will take you to your homepage. You will need to go to your "Inbox" to complete Onboarding.

You can either click on "Go to Inbox" on the homepage or click on the mailbox icon in the upper right corner.

The left side panel of the inbox will show what onboarding steps are coming up.
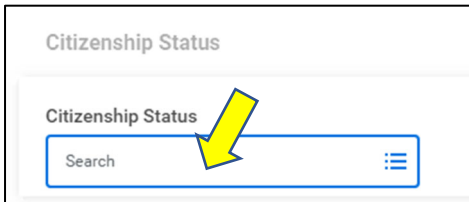
Click on the first one, if it is not already displayed on the right panel.

The right panel will show what needs to be completed for that step.

The information that needs to be filled in will be listed on this screen. Scroll down to get to all of the information fields.

Click on any field to open it up for editing. Once you have entered the information, hit the "enter" key on the keyboard or click anywhere outside of that field when you're done.
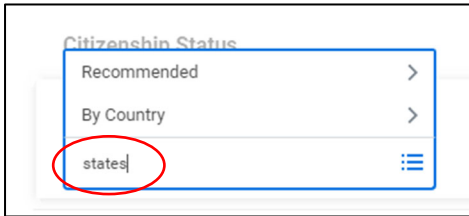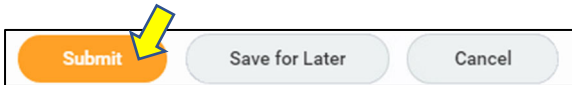
EXAMPLE:

You can click outside of the information field when you are done, then click on the next field you want to fill in.

In order to complete a task, click on the "Submit" button, and then if it shows up on the screen, click on the "Done" button.

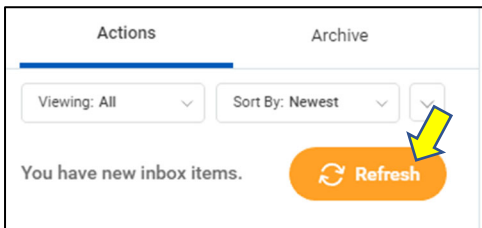You may be asked to refresh your inbox after completing some of the items. Please click on the "refresh" button and continue completing tasks. When your inbox is empty, refresh your browser (usually found in the upper left corner), just to make sure there are no more tasks assigned to you.

Onboarding is not complete until you have refreshed the inbox and there are no more tasks assigned to you

Email CampusAccess@fnal.gov if you run into issues with onboarding

COMPLETING ONBOARDING:

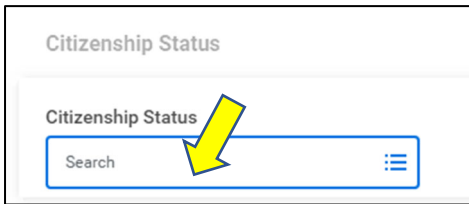**You may be assigned only some or all of the following tasks.**

Please refer to the page numbers listed below for specific tasks.

Pg #: Task:

4   Name and Personal Information

5   Contact Information

6   Edit/Change License (for US Citizens)

       OR Edit/Change My Passport and Visas (for non-US Citizens)

8   Review Documents: Upload ID

9   Review Documents: Acknowledge Policies

10   Export Control and Computer Training for Contingent Workers

11   COVID Vaccination Attestation

       (onsite users/affiliates only)

12   Foreign Government Talen Recruitment Program

       (onsite sub-contractors and users/affiliates only)

NAME AND PERSONAL INFORMATION:

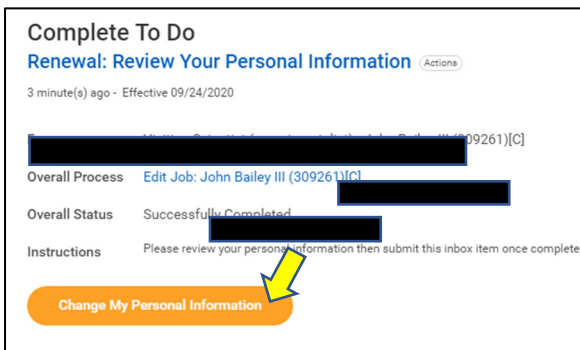For **NEW** workers, this will be displayed in the right panel of your inbox.

The following fields are **REQUIRED**:

- Legal Name (as it appears on your ID)
- Gender
- Date of Birth (MM/DD/YYY)
- Country of Birth
- Region of Birth (this is the State, if you were born in the US)
- City of Birth
- Citizenship

If you receive an error when you try to submit this screen, then you are missing one of the required fields listed above.

For **RENEWING** workers**,** you will need to click on the "Change my Personal Information" button to be taken to the personal information data entry screen. When you are done, you need **to click the "Submit" and "Done button on the Personal Information screen, AND** the Inbox to do.

The following fields are **REQUIRED**:

- Legal Name (as it appears on your ID)
- Gender
- Date of Birth (MM/DD/YYYY)
- Country of Birth
- Region of Birth
- City of Birth
- Citizenship
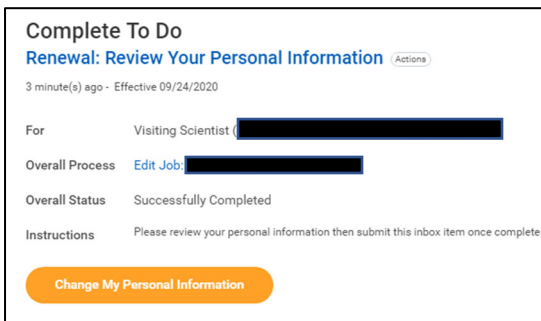
If you receive an error when you try to submit this screen, then you are missing one of the required fields listed above.

You will be taken back to your inbox screen:

CONTACT INFORMATION:

For **NEW** workers, this will be displayed in the right panel of your inbox. Click on the field that you want to add/edit.

REQUIRED INFORMATION:

- Home Address
(in English, no foreign characters as they cause system integration issues)
- Primary home phone number
- Additional Phone number – this can be the same as your primary home phone number but you must pick one of the "Everbridge" options for the "Phone Device" type

For **RENEWING** workers**,** you will need to click on the "Change my Contact Information" button to be taken to the personal information data entry screen. Click on the field that you want to add/edit on that screen.

When you are done, you need **to click the "Submit" and "Done button on the Contact Information screen, AND** the Inbox to do.

REQUIRED INFORMATION:

- Home Address (in English, no foreign characters as they cause system integration issues)
- Primary home phone number
- Additional Phone number – this can be the same as your primary home phone number but you must pick one of the "Everbridge" options for the "Phone Device" type

You will be taken back to your inbox screen:
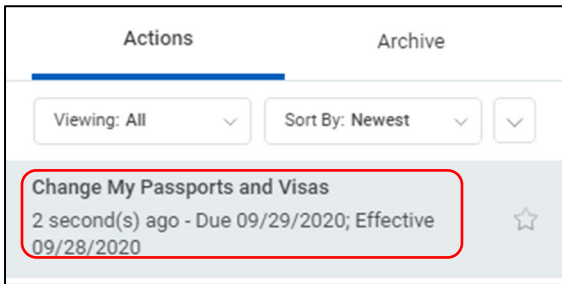
**EDIT/CHANGE LISCENSE** OR **EDIT/CHANGE MY PASSPORTS AND VISAS:**

If you are a non-US citizen, you will be asked to enter and upload your passport in the following screens.

If you are a US citizen, you will be asked to enter and upload your driver's license in the following screens.
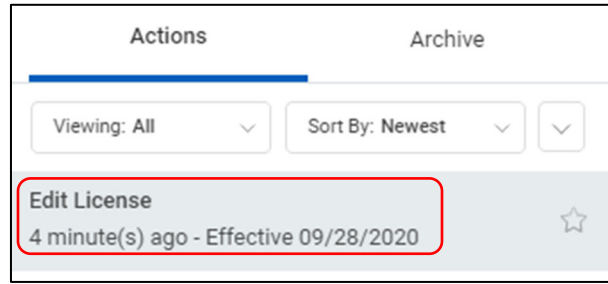
If you do not have a driver's license (US citizens) or a passport (Non-US citizens), you can skip this step by just clicking "Submit" and "Done" on the inbox to do item.

To enter information, click on the "Change My Passports and Visas" or "Change My Licenses" button
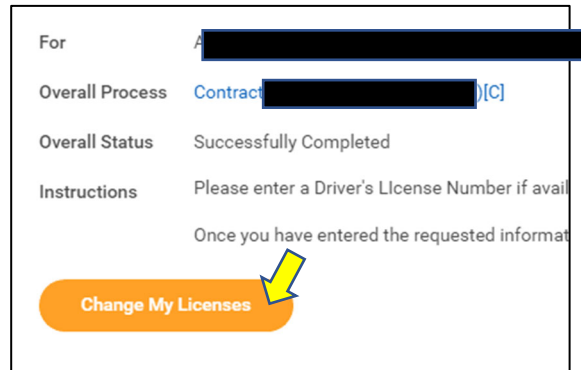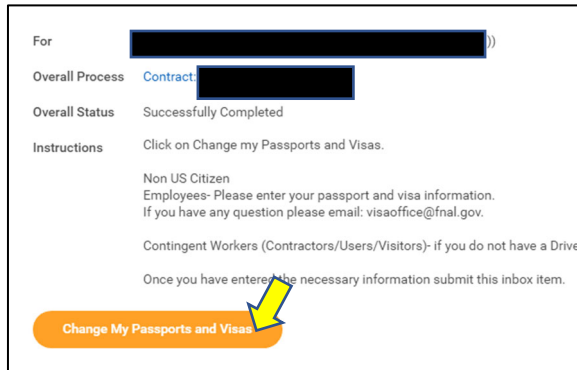
For passports:

- Click the "+" at the top left corner to create a new row
- Enter the country of issuance
- Passport type
- Identification #
- Issue date
- Expiration date

**If you do not have a passport, contact the Users Office at usersoffice@fnal.gov

You are NOT required to enter an visa information but if you have it and want to enter it, it will help us process your ID badge when you are ready to come onsite.

For Driver's License:

- Click the "+" at the top left corner to create a new row
- Enter the "License ID type" as "Driver's"
- Skip the "Class"
- Enter the issuing state under "Issued by Country Region" (Do NOT enter "Issued by Country" as US).
- Enter the Identification #
- Issued Date (if there is one)
- Expiration Date

Once you click "Submit" and "Done," you will be taken back to your inbox screen.

You must click "Submit" and Done" again on the inbox to do screen in order to complete it.

REVIEW DOCUMENTS: UPLOAD ID

You will need to upload a photo ID (i.e. driver's license, passport, or other national ID). If you have already entered your Driver's License or Passport information on a previous step, please upload the license or passport that you entered, if possible. If you do not have a driver's license or passport, upload whatever you have for a photo ID.
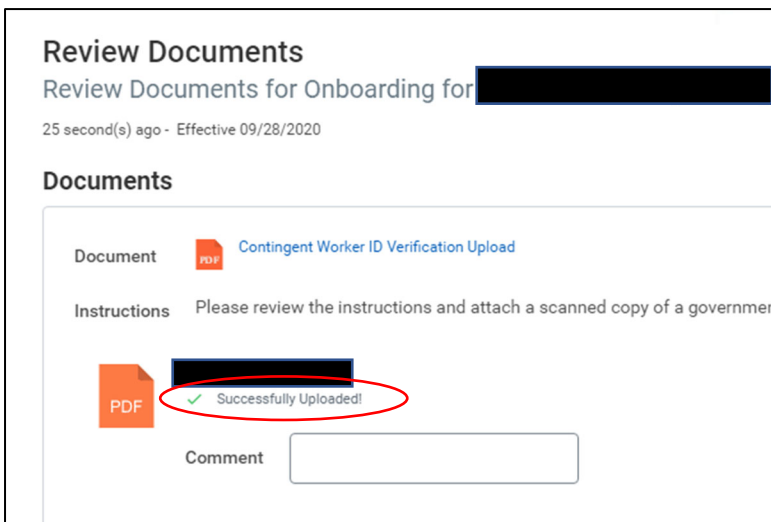
Click on "Select Files"

Select the file from your computer (PDF and JPEG formats work the best. Do NOT upload iPhone formats).

You will get a green checkmark with the message "Successfully Uploaded!" if you have done it correctly

Click "Submit" and "Done" to move on.

REVIEW DOCUMENTS: ACKNOWLEDGING POLICIES

There is a list of documents that you will need to read and acknowledge (the following example only shows two policies but this task may have more than two documents for you to acknowledge).

Click on the blue link for each document to read it.

Then click on the box to the right of "I Agree" to acknowledge reading the policy.

You must "Agree" to all of the documents before submitting this screen.

EXPORT CONTROL AND COMPUTER TRAINING FOR CONTINGENT WORKERS:

*There are different versions of this training, depending on if you are actually getting computer access or not. They all work the same way through…

Click on the blue link (or copy and paste it in a new web browser tab) to be taken to the training.

The training is a PDF Power point presentation that you can scroll through to read all of the slides.
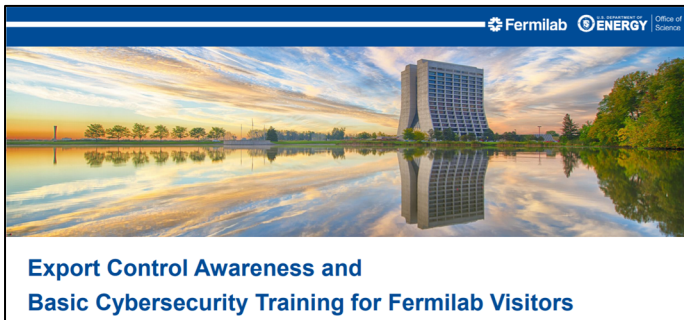
Scroll all the way through the training and copy the code at the end (on the last slide).

Paste or type that code into the comment field on your inbox screen (FYI the code is NOT "test code"), then click "Submit."
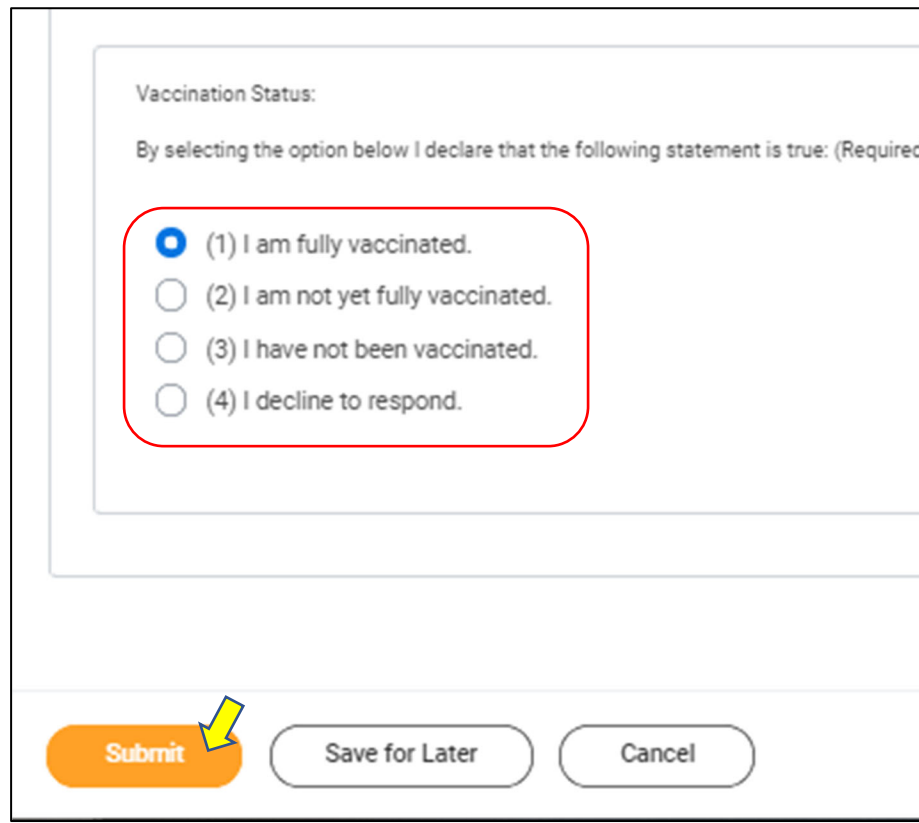
COVID VACCINATION ATTESTATION:

Read all of the information on this task, then select your vaccination status and "Submit"

*If you are not fully vaccinated or decline to respond, you will need to follow additional steps to upload negative test results before coming onsite. This information can be found here: https://eshq.fnal.gov/covid19vaccine/ (this link is also listed/linked in the information on this task).

CONTINGENT WORKER FOREIGN GOVERNMENT TALENT RECRUITMENT PROGRAM:

Please read all of the information on this task, then answer the questions appropriately.

If your answer to number 1 is "No," then you need to put "NA" in the answer fields for numbers 2, 3 and 4.

If your answer to number 1 is "Yes," then you need to answer the other questions accordingly.