

## **ACCESS REQUEST FORMS**

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## **DEFINITIONS OF WORKER TYPES**

### **Affiliate/User (See pages 3-13):**

An Individual who accesses Fermilab's DOE approved User facilities (Accelerator Complex) or non-DOE approved User facilities (those other than the Accelerator Complex) and resource for the purpose of advancing the scientific mission of the Laboratory and requires unescorted access.

*Example:* A Non-Fermilab employee working and conducting research on the Test Beam (Accelerator Complex) or with Astrophysics (non-Accelerator Complex)

### **Sub-Contractor (See pages 3-6 and 14-19):**

An individual who accesses Fermilab facilities and resources and is working more than one day\* via a Procurement-managed subcontract with FRA or DOE approved agreement and required unescorted access.

\*Subcontractors needing only one-day access should have their Point of Contact send an email to [access@fnal.gov](mailto:access@fnal.gov).

*Example:* Individuals working in the onsite Credit Union or those working on construction projects.

### **Authorized Guest (See pages 3-6 and 20-22):**

An individual who does not have business with Fermilab (is not working or conducting research) but needs access to facilities such as day care, onsite housing or the gym.

*Example:* A Non-Fermilab employee who is the spouse of an Affiliate/User and is staying in onsite housing or has children enrolled in the day care.

### **Business Visitor (See pages 3-6 and 23-26):**

An individual who has business\* with Fermilab that can be achieved in less than one week and is escorted when in non-public areas.

\*Business Visitors do NOT have computing access; this is only for onsite access.

*Example:* Someone who is attending a collaboration meeting, participating in a review or interview, vendors, or is attending a DOE/Fermilab sponsored event in general access areas.

## **ACCESSING THE REQUEST FORMS:**

Request forms can always be found on our access page:

<https://get-connected.fnal.gov/accessandbadging/access/>

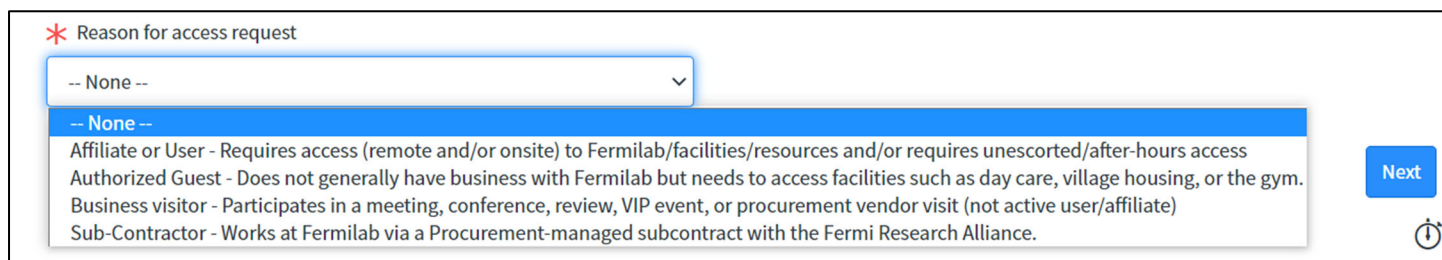
Under the “Access Request Forms” section, there are two links:

1. “Computing and Onsite Access Request Form” – This form is for those who need computing access (either new or renewing) or who need an ID badge and do not already have computing access.
2. “Onsite Only Access Request Form” – This form is for those who already have computing access and now need to request an ID badge. You cannot request an ID badge for longer than your current computing expiration date. If you need to extend your computing expiration date as well, please fill out the form listed above under number 1 instead.

## **FILLING OUT THE “COMPUTING AND ONSITE ACCESS REQUEST FORM”**

### **Reason for access:**

Choose your worker type from the drop-down menu (see page 2 for definitions). Then click “Next”



The screenshot shows a web form titled "Reason for access request" with a red asterisk icon. Below the title is a dropdown menu currently set to "-- None --". The dropdown is open, showing a list of options: "-- None --", "Affiliate or User - Requires access (remote and/or onsite) to Fermilab/facilities/resources and/or requires unescorted/after-hours access", "Authorized Guest - Does not generally have business with Fermilab but needs to access facilities such as day care, village housing, or the gym.", "Business visitor - Participates in a meeting, conference, review, VIP event, or procurement vendor visit (not active user/affiliate)", and "Sub-Contractor - Works at Fermilab via a Procurement-managed subcontract with the Fermi Research Alliance." To the right of the dropdown is a blue "Next" button and a small circular icon with an exclamation mark.

### **Have you previously submitted a Fermilab Access Request form, or have you ever had a Fermilab ID badge or a Fermilab computing account?**

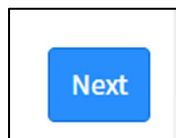
We need to know if you have had access (computing and/or ID badge) with us before so that the systems don't create a duplicate profile and Fermi ID number for you.

If you have had access in the past but do not remember your ID number, please email [CampusAccess@fnal.gov](mailto:CampusAccess@fnal.gov) and we will be happy to give that to you.

If you have not had access with us before, select “No” and then click “Next.”

\* Have you previously submitted a Fermilab Access Request Form, or have you ever had a Fermilab ID badge or a Fermilab computing account (Services, Kerberos, etc.)?

No



If you have had access with us before, select “Yes,” and then select how you want to link your previous profile/Fermi ID to this form.

\* Have you previously submitted a Fermilab Access Request Form, or have you ever had a Fermilab ID badge or a Fermilab computing account (Services, Kerberos, etc.)?

Yes

\* How can we find your previous information?

-- None --

-- None --

Associated Email Address

Associated Phone Number

Your previous Fermilab ID Number

The option that you pick from that drop-down will then prompt a new field for you to enter that information: email address, phone number or Fermi ID number (must be 5 digits plus V)

\* How can we find your previous information?

Associated Phone Number

\* Country code

\* Area code

\* Associated Phone Number

\* How can we find your previous information?

Associated Email Address

\* Associated Email Address

\* How can we find your previous information?

Your previous Fermilab ID Number

\* Your previous Fermilab ID Number

▼ More information

Please include numeric and alphanumeric numbers (e.g. 34356V)

Enter your information (email, phone, ID number) and a pop-out window will appear with information associated with that email/phone/ID.

- If this information is correct, click “Confirm.” You can also use the drop-down to pick a different profile.
- If it is not correct, click “Cancel” and email [CampusAccess@fnal.gov](mailto:CampusAccess@fnal.gov) for help.

Click “Next” when you are done

The screenshot shows a web form for user selection. A modal window titled "Select user" is open, displaying a dropdown menu with the text "Please select your most recent account" and "Kim\*\*\* Pea\*\*\* From 2012-12-10 To Fermilab". Below the dropdown are "Confirm" and "Cancel" buttons. The background form has a field for "Your previous Fermilab ID Number" and a "More information" section with a text input containing "16091N". A blue "Next" button is visible on the right.

## Personal Information:

Fill in all the fields that have red asterisks.

- You must put your LEGAL name, as it appears on your photo ID
- If you do not have a middle name/initial, put “NMI” in the middle initial field
- If you have had access before and confirmed your information on the previous screen, some of the information on this page will already be filled in; please double check it to make sure it is accurate

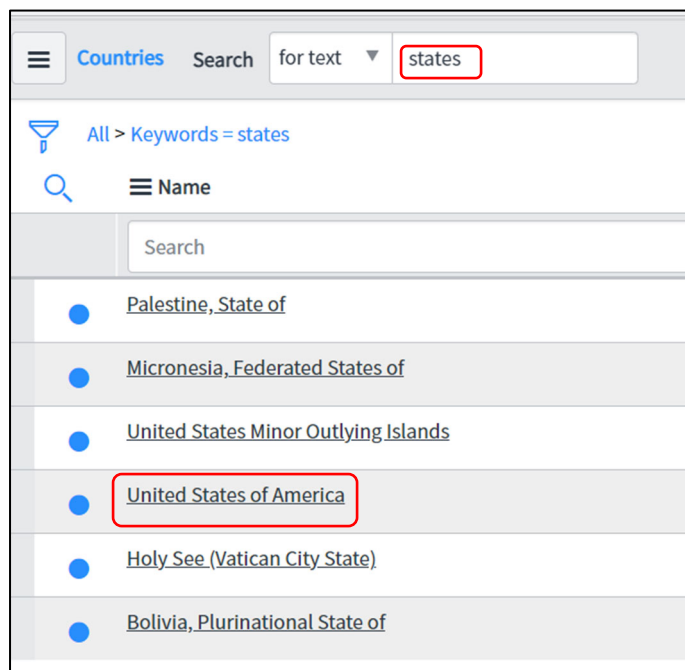
ORCID is NOT required; if you don’t have one, you can skip this field. If you have one, enter it in the format listed (with a dash between each 4 digits)

The screenshot shows the ORCID field. It includes a label "Your ORCID", a "More information" dropdown, a blue instruction box "(If you don't remember it, https://orcid.org/signin)", and a text input field with the placeholder "XXXX-XXXX-XXXX-XXXX".

To pick your country (or countries) of citizenship, you must click on the magnifying glass to the right of the search field.

The screenshot shows the citizenship selection field. It includes a label "Countries of citizenship. Please select all that apply. Click on the magnifying glass to search through the list of countries.", a search input field, and a magnifying glass icon circled in red.

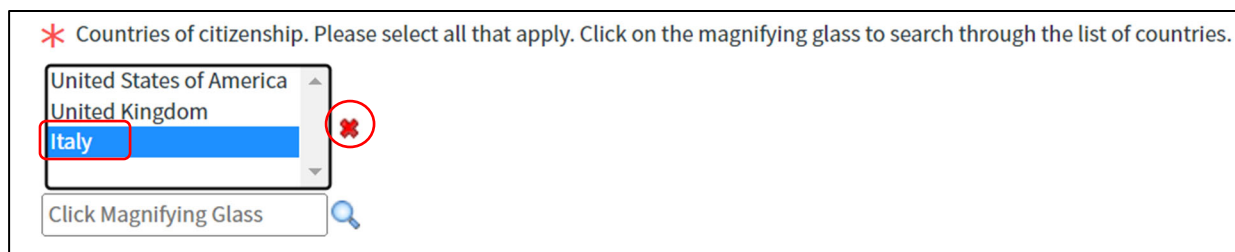
In the screen that pops up, you can type the country (or part of it) in the Search field and hit enter. Then click on the country that you want to select.



The screenshot shows a web interface for selecting countries. At the top, there's a 'Countries' tab and a search bar with the text 'states'. Below the search bar, a filter icon and the text 'All > Keywords = states' are visible. A search icon and the text 'Name' are also present. A search bar with the text 'Search' is located below the filter. The results list shows several countries, with 'United States of America' highlighted by a red box.

To select another country (for more than one citizenship), click on the magnifying glass again and repeat the above process.

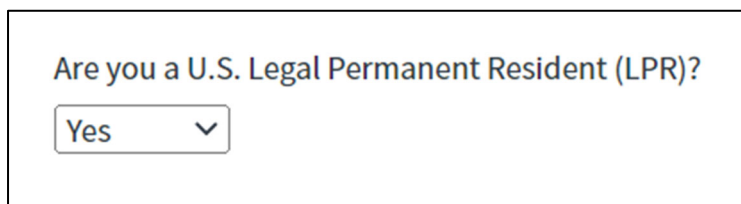
If you have picked a country in error, you can click on it to select it and then click the red X to the right of the country list to delete it.



The screenshot shows a web interface for selecting countries of citizenship. At the top, there's a red asterisk icon and the text 'Countries of citizenship. Please select all that apply. Click on the magnifying glass to search through the list of countries.' Below this, a list of countries is shown: 'United States of America', 'United Kingdom', and 'Italy' (highlighted with a red box). A red X icon is visible to the right of the list. Below the list is a button labeled 'Click Magnifying Glass' and a search icon.

If you are not a US Citizen, you will also need to answer the question “Are you a U.S. Legal Permanent Resident (LPR)?”

If you have a green card, please answer “Yes” to this question. If you do not, then answer “No.”



The screenshot shows a web interface for answering a question. The question is 'Are you a U.S. Legal Permanent Resident (LPR)?'. Below the question is a dropdown menu with the text 'Yes' and a downward arrow.

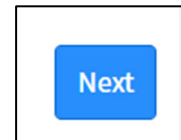
Country of birth is a drop-down menu in alphabetical order.

- Select your Country of birth
- Click “Next” when you are done

\* Country of birth

-- None --

Turks and Caicos Islands  
Tuvalu  
Uganda  
Ukraine  
United Arab Emirates  
United Kingdom  
United States Minor Outlying Islands  
United States of America  
Uruguay  
Uzbekistan  
Vanuatu  
Venezuela, Bolivarian Republic of  
Viet Nam  
Virgin Islands, British  
Virgin Islands, U.S.  
Wallis and Futuna  
Western Sahara  
Yemen  
Zambia  
Zimbabwe  
-- None --



## **AFFILIATE/USER ACCESS REQUEST FORMS**

### **User Affiliation:**

Point of Contact: this is the Fermilab contact person who you are working with at Fermilab and who can vouch for your identity and affiliation (you will be asked to provide a home institution point of contact later on this form).

Click on the magnifying glass to the right of the field to search for your Fermilab point of contact.

\* Point of contact : Your Fermilab contact is a member of your experiment/division who can vouch for your identity and affiliation

Click Magnifying Glass

On the screen that pops up, type part of the person’s name in the search field and hit enter. If you have trouble finding your POC on this list, try searching by just the first name or just the last name.

Click on the person’s name to select them.

Persons Search for text

pearce

All > Keywords = pearce

Search	Search
[Redacted]	FI/BU
Kimberly Pearce	WR/CV/VI
Tim Wiley	WR/CV/VI/ACO
Michelle North	WR/CV/VI/ACO
Linda Granbur	WR/CV/VI/ACO

Fermilab Experiment, Project, Division, or Section affiliation: if you are unsure, ask your Fermilab contact for help.

This is a drop-down menu in alphabetical order. If you have trouble finding an experiment that you believe should be on this list, email [CampusAccess@fnal.gov](mailto:CampusAccess@fnal.gov) for help.

\* What is your Fermilab Experiment, Project, Division, or Section affiliation? If you are unsure, ask your Fermilab contact.

DUNE - DEEP UNDERGROUND NEUTRINO EXPERIMENT

If you are working with more than one affiliation, please list additional ones in the next field by clicking the magnifying glass and searching for additional affiliations (you can repeat this step to add more).

If applicable, please identify any additional Fermilab Experiments, Projects, Divisions, or Sections affiliations.

▼ Disclaimer

Approvals will be required for each selected affiliation. Please be aware that this may delay your request process.

Click Magnifying Glass

Lab Affiliations | ServiceNow - TRAINING Instance - Google Chrome

fermitrn.servicenowservices.com/u\_lab\_affiliation\_list.do?sysparm\_target=...

Lab Affiliations Search Name cms

All > Active = true > Validators ISNOTEMPTY > User supervisory org is not emp

Name ▲

\*cms

CMS AT FERMILAB
CMS FORWARD CALORIMETRY R&D
CMS Outer Tracker R&D



Professional Class. \*Please do NOT pick “Visitor – DOE,” unless you are an employee of DOE.

This is a drop-down menu in alphabetical order. Pick the title that best describes your work with Fermilab.

\* Professional Class

Visiting Scientist (other) 

Describe the research and/or technology you will be working on at Fermilab. This field is required; please be specific so that the approvers understand why you are requesting access.

\* Please briefly describe the research and/or technology you will be working on at Fermilab.

Test affiliate/user form

Funding for Per diem, lodging, car rental, travel, or none:

You MUST check a box (check “None,” if these don’t apply). If you are receiving reimbursement funds for any of these items from Fermilab, please check the appropriate box(es). If you check any of these boxes, this is not a reservation of those services (i.e. this does NOT serve as rental car reservation); you must also complete those additional processes outside of this form.

Are you receiving any of the following from Fermilab? (Check all that apply)

☐

 Per diem

☐

 Lodging

☐

 Car rental

☐

 Travel

☒

 None

Access to Fermilab’s Computing systems. Affiliates/Users automatically get computing access. Please put the dates that you need access. Click on the calendar symbol to the right to choose the dates.


- You can put up to one year for your date range
- If you currently have access and are renewing, please put the date of your current expiration as the “From” date. If you put a future date in here, you will lose access between your current expiration date and the start date that you put on this form.

When will you need access to Fermilab's computing systems?


▼ More information

Enter the start and end dates of when you will need a computing account or remote access. The dates cannot exceed one year.

\* From

2022-07-26 

\* To

2023-07-26 

Will you be coming onsite to Fermilab?

If you will be onsite, you are **REQUIRED** to have an ID badge, so please answer “yes” and put the dates you need a badge for.

If you answer “no” to this question, click “Next” and move on to the next screen.

- You can put up to one year for the date range.
- If you will be coming back and forth to the lab throughout the year, put one year for your dates and then answer “Intermittently” to the next question.
- If you will be at the lab for the duration of the dates you put on this form, pick “Continuously” on the next question.

\* Will you be coming onsite to Fermilab?


Yes

-- None --


Yes

No

\* From

2022-07-26 

\* To

2023-07-26 

\* Will you be working at the Fermilab site continuously or intermittently?

-- None --

-- None --

Continuously - I will be working at the Fermilab site for the duration of my contract.

Intermittently - I will be going back and forth between the Fermilab site and other institutions.

What Fermilab business site will you be located at? The only options are Batavia, Illinois or Lead, South Dakota.



\* What Fermilab business site will you be located at?

-- None --

-- None --

Batavia, Illinois

Lead, South Dakota

Primary work location: ask your Fermilab contact for this information, if you don't know it. If you/your contact are unsure, choose "Don't Know."



\* What will your primary work location be?

Don't Know

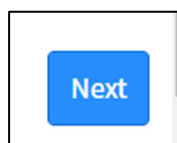
Will you be requesting Fermilab Housing? Answering "Yes" to this question is NOT a reservation of Housing; it only alerts Housing that you are approved to be onsite for the date range on this form. You will still need to follow the Housing process in order to reserve your lodging.



\* Will you be requesting Fermilab housing?

Yes

Click "Next" when you are done.



Next

### Home Institution:

The Home Institution list is a search field. Click on the magnifying glass to the right to open the search box.

In the screen that pops up, you can type part of the institution name and hit enter. Then click on the correct institution in the results that appear. This will auto populate the address of the institution, if it is already in our database. If it is not, you may need to enter the address information for the institution.

If your home institution is not on the list, pick “Other” and type in the institution information. This may slow the approval process down (it can add 2-4 weeks), since it will then need to go through an Agreements review process between Fermilab and the institution.

Name	Full legal name	Country
University of California - Irvine	University of California - Irvine	United States of America
California Institute of Technology	California Institute of Technology	United States of America
The Regents of the University of California	The Regents of the University of California	United States of America
University of California - Los Angeles	University of California - Los Angeles	United States of America
University of California - Davis	University of California - Davis	United States of America

\* Home institution

► More information

University of California - Los Angeles

Home Institution point of contact (this CANNOT be yourself):

Enter the first name, last name, email address, and phone number for your institution point of contact.

Click “Next” when you are done

\* Your Institution point of contact first name : It cannot be yourself

▼ More information

Your institution point of contact is your advisor or your supervisor at your institution.

Test First Name

\* Institution point of contact last name

Institution Last Name

\* Institution point of contact email

test@ca.edu

Please enter your institution point of contact's phone number along with the country and area codes.

\* Country code

1

\* Area code

630

\* Phone number

8403000

Next

The next screen will ask if you have additional institutions that you are working with. If you do not have any, you can leave it blank and click “Next” at the bottom of the screen. If you have additional institutions, you can list anywhere from 1 to 5 institutions on this page.

Additional Institutions

Additional Institution 1

► More information

Additional Institution 2

► More information

Additional Institution 3

► More information

Additional Institution 4

► More information

Additional Institution 5

► More information

Previous

Next

You can leave these blank, if this is not applicable, and click “next” to move to the next screen

Additional Institutions

Additional Institution 1

► More information

Additional Institution 2

► More information

Additional Institution 3

► More information

Additional Institution 4

► More information

Additional Institution 5

► More information

Previous

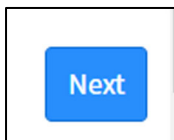
Next

Or, you can fill in any additional institutions that you are working with before clicking “next” to move to the next screen

## Emergency Contact Information

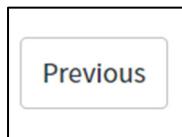
You CANNOT put yourself as your emergency contact. This is someone we would contact on your behalf in case of an emergency. Please enter the first name, last name, relationship, and phone number; email address is not required but if you have it, you can also enter that. Click “Next” when you are done.

<p>* First Name <input type="text" value="Test"/></p> <p>* Last Name <input type="text" value="Contact"/></p> <p>* Relationship <input type="text" value="Spouse"/></p> <p>Email <input type="text" value="test@gmail.com"/></p>	<p>Please enter your emergency contact's phone number along with the country and area codes.</p> <p>* Country Code <input type="text" value="1"/></p> <p>* Area Code <input type="text" value="630"/></p> <p>* Phone Number <input type="text" value="8403000"/></p>
--	--



## Summary Page:

This gives you a summary of your responses to all of the questions on the form. If you need to correct something, click the “Previous” button on the bottom left of the page to go back to the screen that needs correcting.

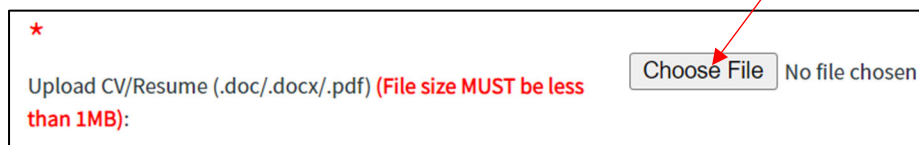


Additional relevant information: this is optional but if you have any other information that may be needed in order to process your request, you can put it here.

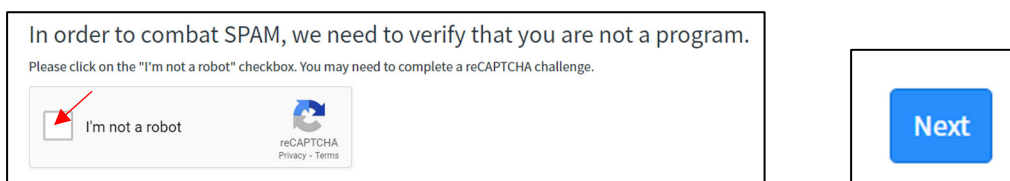
<p>Please enter any additional relevant information here</p> <p>test affiliate/user form</p>
--

Upload CV/Resume (**Non-US Citizens only**): If you are a non-US citizen, you will be asked to upload your CV/Resume. This is needed for the additional Foreign National Access Program approvals.

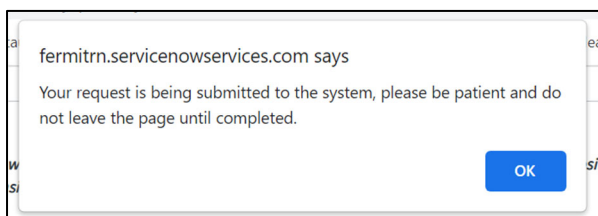
Click “Choose File,” then select the file from your computer.



Click the box next to “I’m not a robot,” then click the “Submit” button.



You will get a pop-up that says your request has been submitted. Click “OK” to go to the submission screen. The submission screen will give you your RITM number, which means it was successful.



Thank you for submitting your request. Your request **RITM1461856** will be reviewed shortly.

## SUBCONTRACTOR ACCESS REQUEST FORMS

### Affiliation

#### Purchase Order number

- You MUST enter a PO number, if you are working with an affiliation that requires one. Please ask your Fermilab contact for this information before completing this form.
- If you click the “no PO” box, it will ONLY give you the affiliations in the next drop-down that legitimately do not have a Purchase Order number (i.e. Abri credit union, Natural Areas, etc.). Only click this box if you are working for an affiliation that does not require the PO number.

\* Enter the Purchase order number for your contract.

▼ More information

Only enter the Purchase Order number Ex: 12345

647832

☐ No PO

Enter the Purchase order number for your contract.

▼ More information

Only enter the Purchase Order number Ex: 12345

☒ No PO

Fermilab Experiment, Project, Division, or Section? Ask your Fermilab Contact if you are unsure.

This is a drop-down menu in alphabetical order. If you cannot find an affiliation that you believe should be on this list, email [CampusAccess@fnal.gov](mailto:CampusAccess@fnal.gov) for help.

\* What is your Fermilab Experiment, Project, Division, or Section affiliation? If you are unsure, ask your Fermilab contact.

ACCELERATOR DIVISION

COMPUTING-OFFICE OF THE CIO

COMPUTING-SCIENTIFIC COMPUTING DIVISION

DIRECTOR OFFICE

ENVIRONMENT, SAFETY, HEALTH AND QUALITY (ES&H)

FACILITIES ENGINEERING SERVICES SECTION

FESS - Administration

FESS - Engineering

FESS - Facility Management

FESS - Logistics and Property Control

FESS - Site Services


FESS - Time and Material



Point of Contact: this is the Fermilab badged person who you are reporting to while onsite (it does not have to be an employee, just someone who has a Fermilab ID badge already).

Click on the magnifying glass to the right of the field to search for your Fermilab point of contact.

\* Point of contact : Your Fermilab contact is a member of your experiment/division who can vouch for your identity and affiliation



On the screen that pops up, type part of the person's name in the search field and hit enter. If you have trouble finding your POC on this list, try searching by just the first name or just the last name.

Click on the person's name to select them.

Click "Next" when you are done.

Persons

Search







for text

pearce



All > Keywords = pearce

Preferred full name

Name

Search	Search
 	FI/BU
 <u>Kimberly Pearce</u>	WR/CV/VI
 <u>Tim Wiley</u>	WR/CV/VI/ACO
 <u>Michelle North</u>	WR/CV/VI/ACO
 <u>Linda Granbur</u>	WR/CV/VI/ACO

\* Point of contact : Your Fermilab contact is the person you will be reporting to once on-site



Next

## Onsite Access Details

Will you need a Fermilab Computing Account?

- If you answer “yes,” you will need to put the date range in that you need computing access for.
- You can put up to one year for your date range
- If you currently have access and are renewing, please put the date of your current expiration as the “From” date. If you put a future date in here, you will lose access between your current expiration date and the start date that you put on this form.

When will you need access to Fermilab's computing systems?

▼ More information

Enter the start and end dates of when you will need a computing account or remote access. The dates cannot exceed one year.

\* From

2022-07-26

\* To

2023-07-26

The screenshot shows a form titled "When will you need access to Fermilab's computing systems?". Below the title is a "More information" section with a blue box containing the instruction: "Enter the start and end dates of when you will need a computing account or remote access. The dates cannot exceed one year." Below this are two date selection fields. The first field is labeled "\* From" and contains the date "2022-07-26". The second field is labeled "\* To" and contains the date "2023-07-26". Both date fields have a calendar icon to their right, which is circled in red.

Will you be coming onsite to Fermilab?

If you will be onsite, you are REQUIRED to have an ID badge, so please answer “yes” and put the dates you need a badge for.

If you answer “no” to this question, click “Next” and move on to the next screen.

- You can put up to one year for the date range or until the end of your Purchase Order date (whichever is shorter)
- If you currently have an ID badge and are renewing, please put the date of your current ID expiration as the “From” date. If you put a future date in here, you will lose access between your current expiration date and the start date that you put on this form.

\* Will you be coming onsite to Fermilab?

Yes

-- None --

Yes

No

The screenshot shows a form titled "\* Will you be coming onsite to Fermilab?". Below the title is a dropdown menu with the following options: "Yes", "-- None --", "Yes", and "No". The "Yes" option is currently selected and highlighted in blue.

\* From

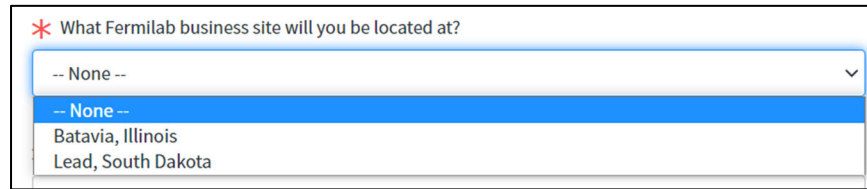
2022-07-26

\* To

2023-07-26

The screenshot shows a form titled "\* From" and "\* To". Below the title are two date selection fields. The first field is labeled "\* From" and contains the date "2022-07-26". The second field is labeled "\* To" and contains the date "2023-07-26". Both date fields have a calendar icon to their right, which is circled in red.

What Fermilab business site will you be located at? The only options are Batavia, Illinois or Lead, South Dakota.



\* What Fermilab business site will you be located at?

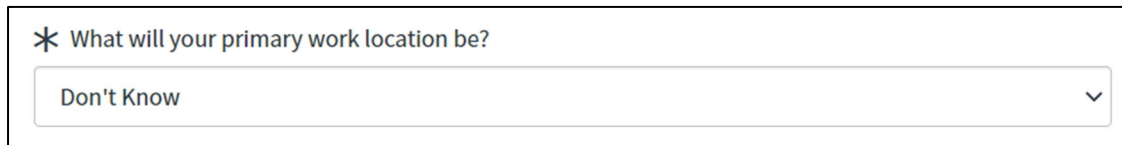
-- None --

-- None --

Batavia, Illinois

Lead, South Dakota

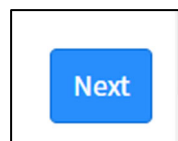
Primary work location: ask your Fermilab contact for this information, if you don't know it. If you/your contact are unsure, choose "Don't Know."



\* What will your primary work location be?

Don't Know

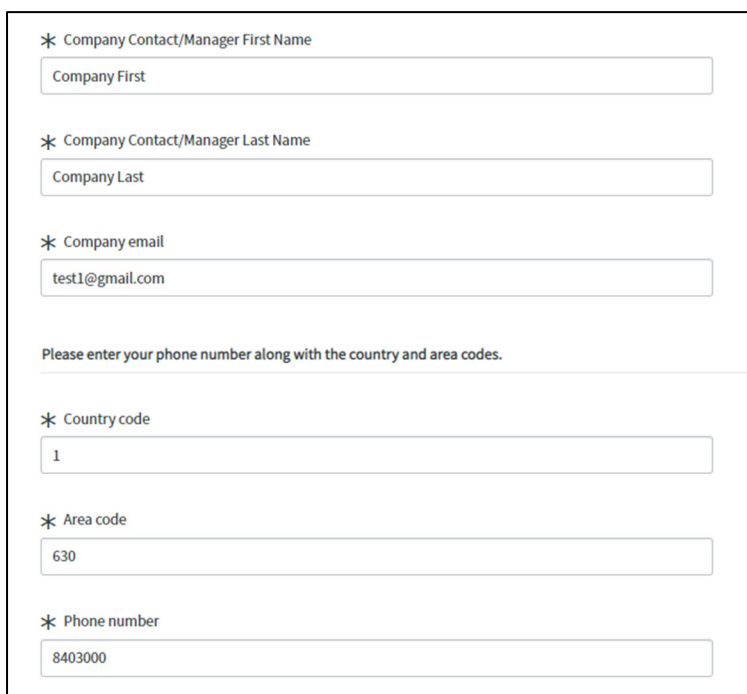
Click "Next" when you are done.



## Company Information

### Company Contact/Manager

Enter the first name, last name, email address, and phone number for your contact person at your company. This CANNOT be yourself!



\* Company Contact/Manager First Name

Company First

\* Company Contact/Manager Last Name

Company Last

\* Company email

test1@gmail.com

Please enter your phone number along with the country and area codes.

\* Country code

1

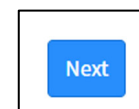
\* Area code

630

\* Phone number

8403000

Click "Next" when you are done.



## Emergency Contact Information

You CANNOT put yourself as your emergency contact. This is someone we would contact on your behalf in case of an emergency. Please enter the first name, last name, relationship, and phone number; email address is not required but if you have it, you can also enter that. Click “Next” when you are done.

\* First Name

Test

\* Last Name

Contact

\* Relationship

Spouse

Email

test@gmail.com

Please enter your emergency contact's phone number along with the country and area codes.

\* Country Code

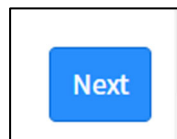
1

\* Area Code

630

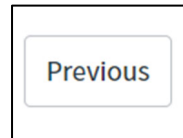
\* Phone Number

8403000



## Summary Page:

This gives you a summary of your responses to all of the questions on the form. If you need to correct something, click the “Previous” button on the bottom left of the page to go back to the screen that needs correcting.



Additional relevant information: this is optional but if you have any other information that may be needed in order to process your request, you can put it here.

Please enter any additional relevant information here


test affiliate/user form

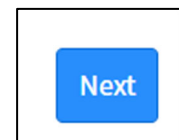
Click the box next to “I’m not a robot,” then click the “Submit” button.

In order to combat SPAM, we need to verify that you are not a program.

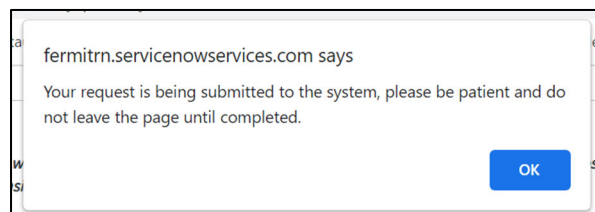
Please click on the "I'm not a robot" checkbox. You may need to complete a reCAPTCHA challenge.

☒ I'm not a robot

  
reCAPTCHA  
Privacy - Terms



You will get a pop-up that says your request has been submitted. Click “OK” to go to the submission screen. The submission screen will give you your RITM number, which means it was successful.



Thank you for submitting your request. Your request **RITM1461856** will be reviewed shortly.


## AUTHORIZED GUEST ACCESS REQUEST FORMS

### Reason for Visit

Point of contact: this is the Fermilab person who you are here with (i.e. your spouse or other family member).

Click on the magnifying glass to the right of the field to search for your Fermilab point of contact.


\* Point of contact : Your fermilab point of contact is the person affiliated with the lab employee, user, or subcontractor (e.g. your family member)







On the screen that pops up, type part of the person's name in the search field and hit enter. If you have trouble finding your POC on this list, try searching by just the first name or just the last name.


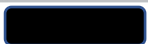




Click on the person's name to select them.

Click "Next" when you are done.



 **Persons** Search

 All > Keywords = pearce

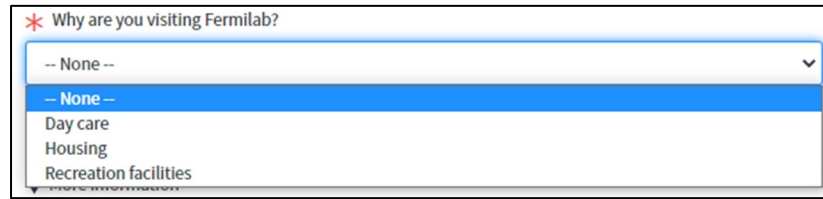
  Preferred full name  Name

		FI/BU
	<b>Kimberly Pearce</b>	WR/CV/VI
	<a href="#">Tim Wiley</a>	WR/CV/VI/ACO
	<a href="#">Michelle North</a>	WR/CV/VI/ACO
	<a href="#">Linda Granbur</a>	WR/CV/VI/ACO

\* Point of contact : Your Fermilab contact is the person you will be reporting to once on-site

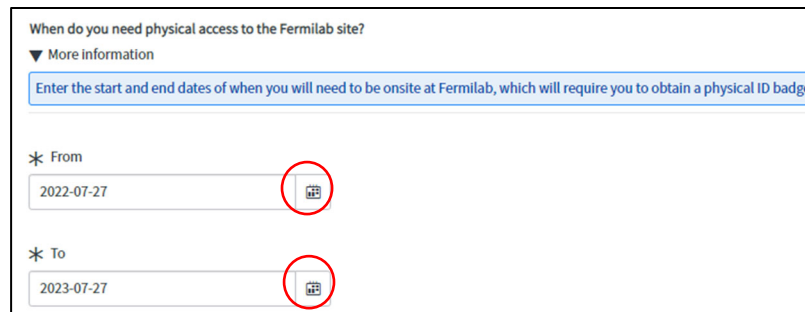
 

Why are you visiting Fermilab? This is a drop-down menu with the facilities that authorized guests are allowed to access. Choose the one that you need access to.

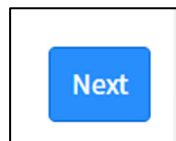


When do you need physical access to the Fermilab site?

- You can put up to one year in the date range but please note that we cannot issue you a badge past the date on your Fermilab contact's badge (i.e. your spouse's expiration date).

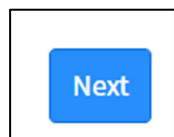
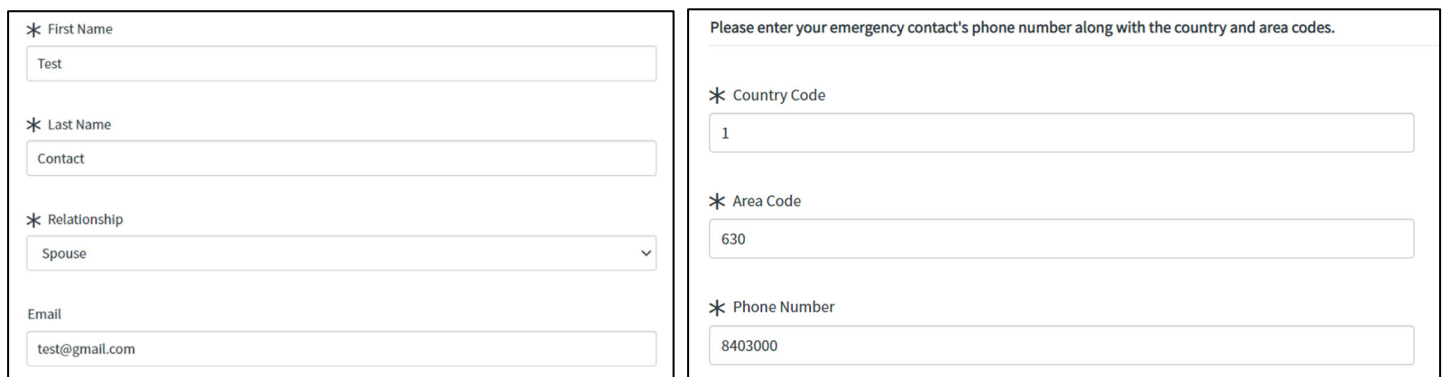


Click "Next" when you are done.



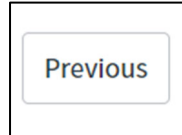
## Emergency Contact Information

You CANNOT put yourself as your emergency contact. This is someone we would contact on your behalf in case of an emergency. Please enter the first name, last name, relationship, and phone number; email address is not required but if you have it, you can also enter that. Click "Next" when you are done.



## Summary Page:

This gives you a summary of your responses to all of the questions on the form. If you need to correct something, click the “Previous” button on the bottom left of the page to go back to the screen that needs correcting.



Additional relevant information: this is optional but if you have any other information that may be needed in order to process your request, you can put it here.

Please enter any additional relevant information here


test affiliate/user form

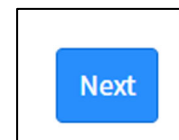
Click the box next to “I’m not a robot,” then click the “Submit” button.

In order to combat SPAM, we need to verify that you are not a program.

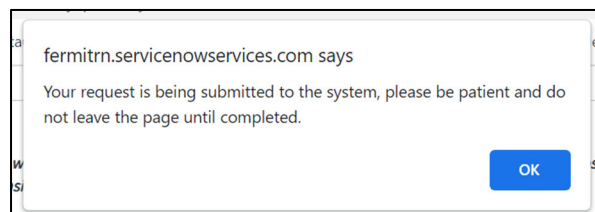
Please click on the "I'm not a robot" checkbox. You may need to complete a reCAPTCHA challenge.

☒ I'm not a robot

  
reCAPTCHA  
[Privacy](#) - [Terms](#)



You will get a pop-up that says your request has been submitted. Click “OK” to go to the submission screen. The submission screen will give you your RITM number, which means it was successful.



Thank you for submitting your request. Your request **RITM1461856** will be reviewed shortly.




## BUSINESS VISITOR ACCESS REQUEST FORMS

### Access

Point of Contact: this is the Fermilab employee who will approve your visit

Click on the magnifying glass to the right of the field to search for your Fermilab point of contact.

\* Point of contact : Fermilab employee responsible for confirming and approving your visit

Click Magnifying Glass 






On the screen that pops up, type part of the person's name in the search field and hit enter. If you have trouble finding your POC on this list, try searching by just the first name or just the last name.

Click on the person's name to select them.



Click "Next" when you are done.

Persons Search for text pearce

All > Keywords = pearce

Preferred full name	Name
Search	Search
 [REDACTED]	FI/BU
 Kimberly Pearce	WR/CV/VI
 Tim Wiley	WR/CV/VI/ACO
 Michelle North	WR/CV/VI/ACO
 Linda Granbur	WR/CV/VI/ACO

\* Point of contact : Your Fermilab contact is the person you will be reporting to once on-site

Kimberly Pearce  

Next

What affiliation are you visiting? Ask your Fermilab contact if you are unsure.

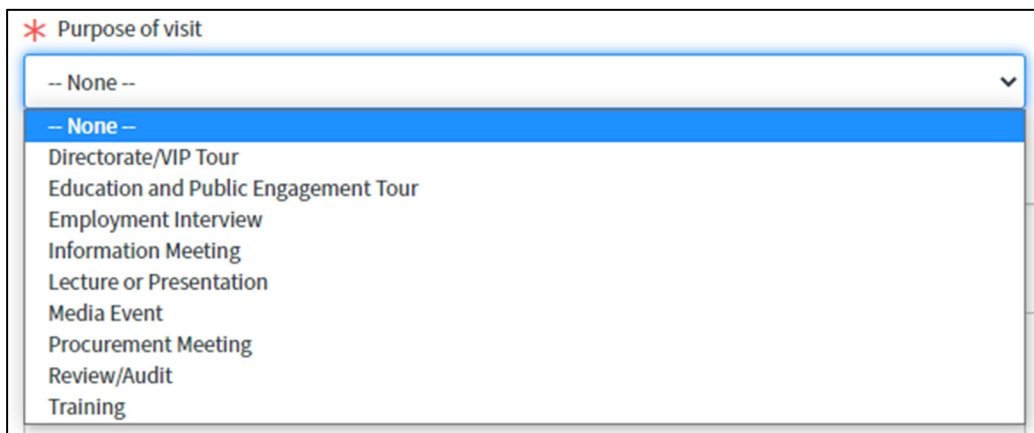
This is a drop-down menu in alphabetical order.

\* What Fermilab affiliation will you be visiting? If you are unsure, ask your Fermilab point of contact.

-- None --

- Argonne Computing Collaborators
- Astrophysics
- AT&T
- BEAM TESTS OF THE SVX4 TELESCOPE
- CMS AT FERMILAB
- CMS FORWARD CALORIMETRY R&D
- CMS Outer Tracker R&D

Purpose of visit. This is the reason that you are coming to Fermilab. It's a drop-down menu in alphabetical order. If you are unsure, please ask your Fermilab contact person.



\* Purpose of visit

-- None --

-- None --

Directorate/VIP Tour

Education and Public Engagement Tour

Employment Interview

Information Meeting

Lecture or Presentation

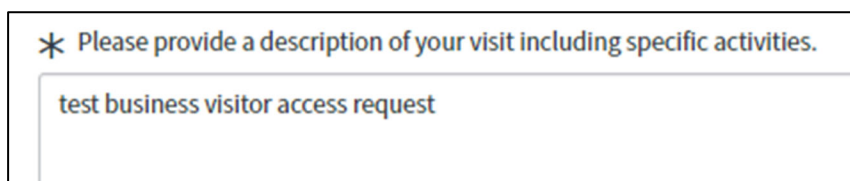
Media Event

Procurement Meeting

Review/Audit

Training

Description of your visit. Please provide additional details of why you are coming to Fermilab.



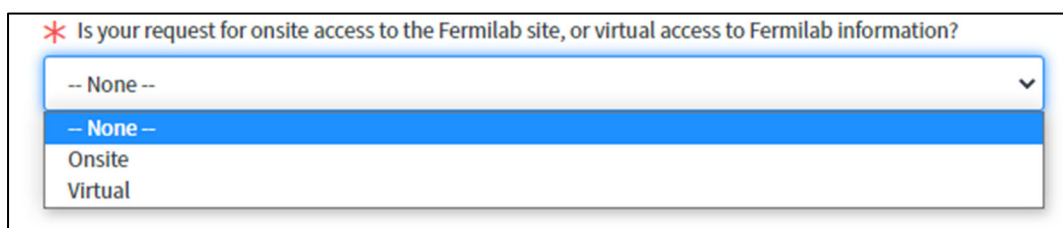
\* Please provide a description of your visit including specific activities.

test business visitor access request

Is your request for onsite or virtual access?

We need to know if you will physically be onsite at Fermilab so please answer this accurately.

If you are only attending an event remotely, please choose virtual.



\* Is your request for onsite access to the Fermilab site, or virtual access to Fermilab information?

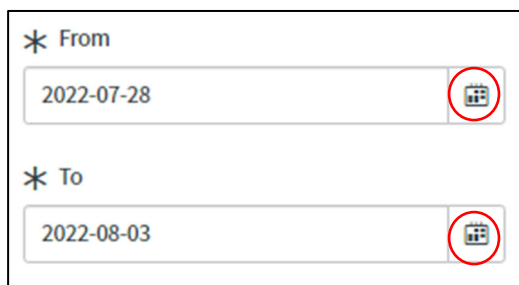
-- None --

-- None --

Onsite

Virtual

We will need to know what days you need access for. You can put up to 7 days on this form.



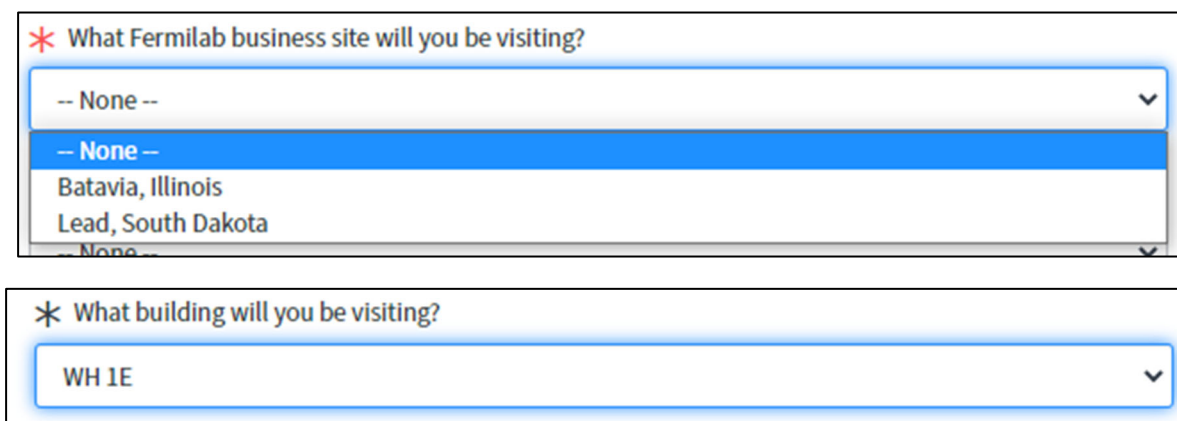
\* From

2022-07-28

\* To

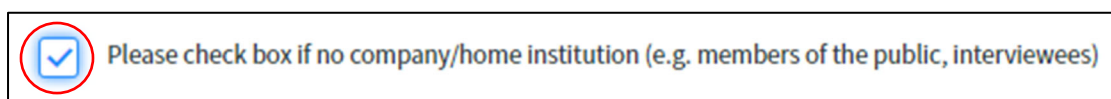
2022-08-03

If you will be onsite, you will also need to answer the questions about what business site you will be visiting (Illinois or South Dakota) and what building you will be visiting. If you do not know this information, please ask your Fermilab Contact person. These are both drop-down menus.



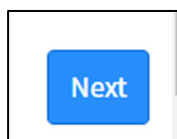
The image shows two drop-down menus. The first menu is titled "What Fermilab business site will you be visiting?" and has a red asterisk icon. It shows a list with "-- None --" at the top, followed by "Batavia, Illinois" and "Lead, South Dakota". The second menu is titled "What building will you be visiting?" and has a blue asterisk icon. It shows "WH 1E" as the selected option.

If you do not have a home institution / company that you are employed by (such as members of the public or those coming onsite for a job interview), please check the box at the bottom of the screen.



The image shows a check box with a blue checkmark inside a red circle. To the right of the check box is the text: "Please check box if no company/home institution (e.g. members of the public, interviewees)".

Click "Next" when you are done.



A blue button with the word "Next" in white text.

## Company/Home Institution

If you checked the box that says you do not have a company/home institution, this screen will not appear for you...continue to the "Agreement" section listed on the next page. If you did not check that box, please fill in the following information.

Company/Home Institution.

The Home Institution list is a search field. Click on the magnifying glass to the right to open the search box.

In the screen that pops up, you can type part of the institution name and hit enter. Then click on the correct institution in the results that appear. This will auto populate the address of the institution, if it is already in our database. If it is not, you may need to enter the address information for the institution.

If your home institution is not on the list, pick "Other" and type in the institution information.

Home Institutions **New** Search for text

1 to 83 of 83

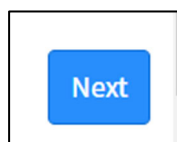
All > Keywords = california

Name	Full legal name	Country
<a href="#">University of California - Irvine</a>	University of California - Irvine	<a href="#">United States of America</a>
<a href="#">California Institute of Technology</a>	California Institute of Technology	<a href="#">United States of America</a>
<a href="#">The Regents of the University of California</a>	The Regents of the University of California	<a href="#">United States of America</a>
<a href="#">University of California - Los Angeles</a>	University of California - Los Angeles	<a href="#">United States of America</a>
<a href="#">University of California - Davis</a>	University of California - Davis	<a href="#">United States of America</a>

\* Home institution

► More information

Click "Next" when you are done.



## Agreement

You must click on the link and read the Statement of Community Standards, then click the "I Agree" box. Click "Next" when you are done.

Community Standard Agreement

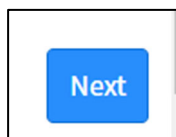
You must read, understand and agree to comply with the Fermilab statement of Community Standards.

The Statement of Community Standards can be found [here](#).

It provides the baseline expectations for conduct by all members of the Fermilab community.

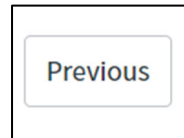
By checking this box, you are confirming that you read and agree to abide by Fermilab's Statement of Community Standards and that you acknowledge that your information may be shared with DOE.

☒ I Agree



## Summary Page:

This gives you a summary of your responses to all of the questions on the form. If you need to correct something, click the “Previous” button on the bottom left of the page to go back to the screen that needs correcting.



Additional relevant information: this is optional but if you have any other information that may be needed in order to process your request, you can put it here.

Please enter any additional relevant information here


test affiliate/user form

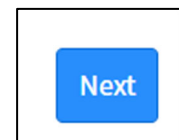
Click the box next to “I’m not a robot,” then click the “Submit” button.

In order to combat SPAM, we need to verify that you are not a program.

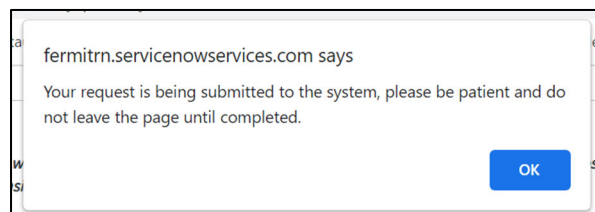
Please click on the "I'm not a robot" checkbox. You may need to complete a reCAPTCHA challenge.

☐ I'm not a robot

  
reCAPTCHA  
[Privacy](#) - [Terms](#)



You will get a pop-up that says your request has been submitted. Click “OK” to go to the submission screen. The submission screen will give you your RITM number, which means it was successful.



Thank you for submitting your request. Your request **RITM1461856** will be reviewed shortly.

## ONSITE ONLY ACCESS REQUEST FORM

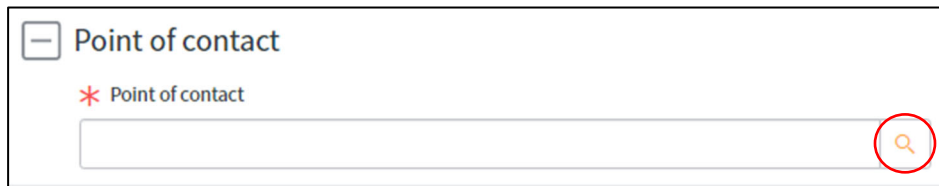
**This form is only to be used if you already have active computing access and now need an ID badge.**

**If you put onsite dates on your “Computing and Onsite Access Request form,” you do not need to fill this form out.**

You will need to log in with your Services account in order to access the form.

Point of Contact: this is the Fermilab contact person who you are working with at Fermilab and who can vouch for your identity and affiliation.

Click on the magnifying glass to the right of the field to search for your Fermilab point of contact.

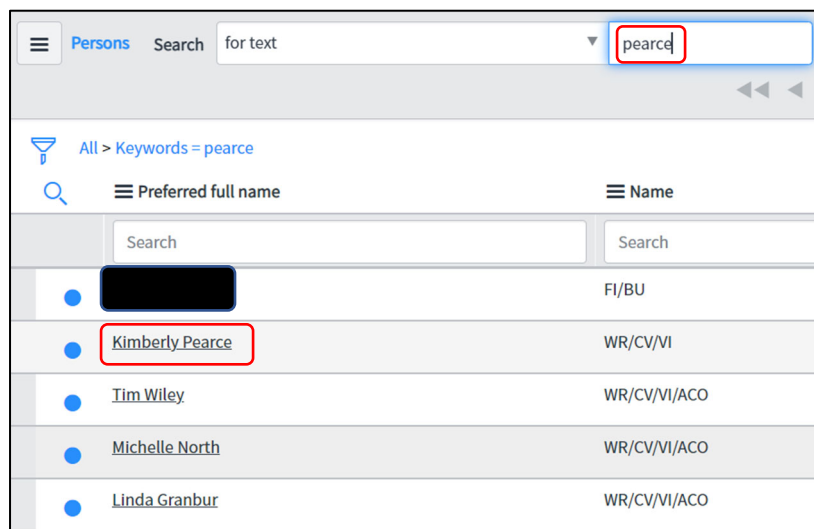


Point of contact

\* Point of contact

On the screen that pops up, type part of the person’s name in the search field and hit enter. If you have trouble finding your POC on this list, try searching by just the first name or just the last name.

Click on the person’s name to select them.



Persons Search for text

Search

All > Keywords = pearce

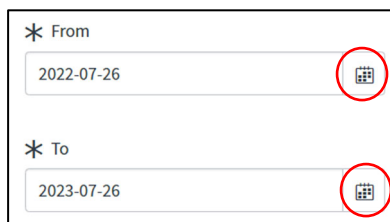
Preferred full name Name

Search	Search
FI/BU	
Kimberly Pearce	WR/CV/VI
Tim Wiley	WR/CV/VI/ACO
Michelle North	WR/CV/VI/ACO
Linda Granbur	WR/CV/VI/ACO

## Onsite Access

What dates are you planning on being onsite?

- You cannot request an end date that is past your current computing end date.

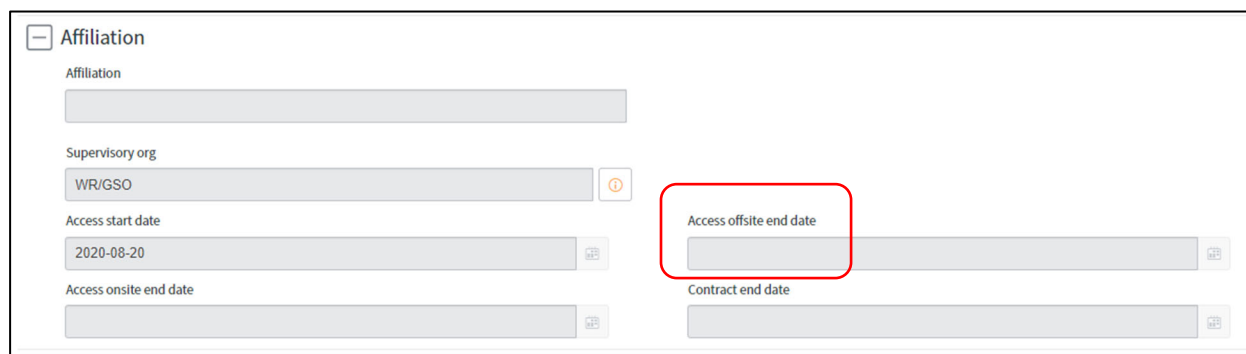


\* From  
2022-07-26

\* To  
2023-07-26

The image shows two date selection fields. The 'From' field is set to 2022-07-26 and the 'To' field is set to 2023-07-26. Both fields have a calendar icon to their right, which is circled in red.

- If you are unsure what your computing end date is, scroll down to the bottom of the screen and it will show your end date in the greyed-out area under “Affiliation” (this is not editable)



[-] Affiliation

Affiliation  
[Greyed-out field]

Supervisory org  
WR/GSO

Access start date  
2020-08-20

Access onsite end date  
[Greyed-out field]

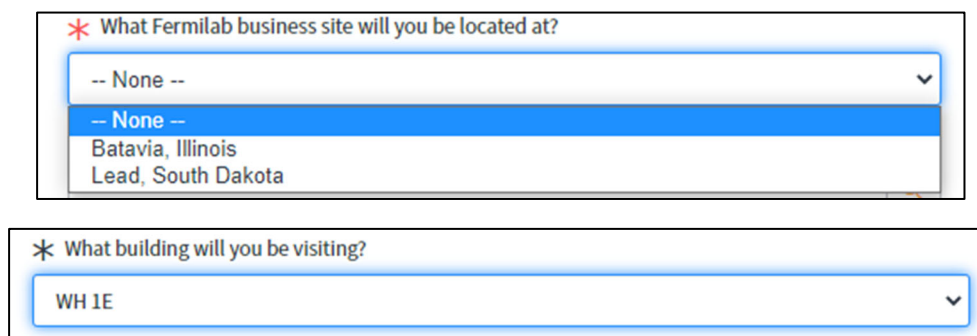
Access offsite end date  
[Greyed-out field]

Contract end date  
[Greyed-out field]

The image shows the 'Affiliation' section of a form. It includes fields for 'Affiliation', 'Supervisory org' (set to WR/GSO), 'Access start date' (set to 2020-08-20), 'Access onsite end date', 'Access offsite end date', and 'Contract end date'. The 'Access offsite end date' field is highlighted with a red box.

What business site are you going to be located at and what will your primary work location be?

If you do not know this information, please ask your Fermilab Contact person. These are both drop-down menus.



\* What Fermilab business site will you be located at?

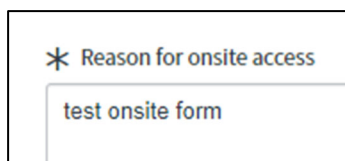
-- None --  
Batavia, Illinois  
Lead, South Dakota

\* What building will you be visiting?

WH 1E

The image shows two drop-down menus. The first menu is for 'What Fermilab business site will you be located at?' and the second menu is for 'What building will you be visiting?'. The first menu has options: '-- None --', 'Batavia, Illinois', and 'Lead, South Dakota'. The second menu has the option 'WH 1E'.

Reason for onsite access. Please explain why you are requesting an ID badge.



\* Reason for onsite access

test onsite form

The image shows a text input field for 'Reason for onsite access' with the text 'test onsite form' entered.

Click the “Submit” button at the bottom of the page when you are done.