

## INVITATION PROCESS

This process is in place so that you as the Fermilab Point of Contact can start the access process for your worker. This form will allow you to enter the information regarding their access, such as affiliation, dates of access, PO number, etc.

Once you submit your part of the form, an email will be sent to the worker to complete the rest of the access form including their PII data. Requests that are not completed by the worker within 30 days will be cancelled.

\*This form requires Services login

Please ask your [Affiliation's Site Access Coordinator](#), if you need help with this form.

If you still need help, email [CampusAccess@fnal.gov](mailto:CampusAccess@fnal.gov) with questions on this form.

### **Pg.# Step**

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## **DEFINITIONS OF WORKER TYPES**

### **Affiliate/User (See pages 4-7):**

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 8-10):**

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.

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

\*Subcontractors needing only one-day access should complete the Urgent Short-term Worker form.

### **Business Visitor (See pages 11-13):**

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

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

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

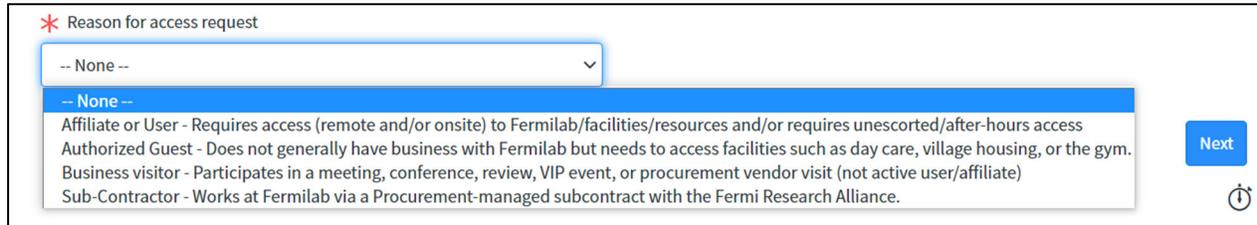
### **Authorized Guest (See page 14):**

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.

## Reason for access:

Choose your worker type from the drop-down menu (see definitions listed above or linked on our page for more info). Then click “Next”



A screenshot of a web form titled "Reason for access request" with a red asterisk icon. The form contains a dropdown menu currently showing "-- None --". The dropdown is open, displaying three 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.", and "Business visitor - Participates in a meeting, conference, review, VIP event, or procurement vendor visit (not active user/affiliate)". Below the dropdown is a "Next" button and a refresh icon.

## Person Information:

We need to know if the person has 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 them.

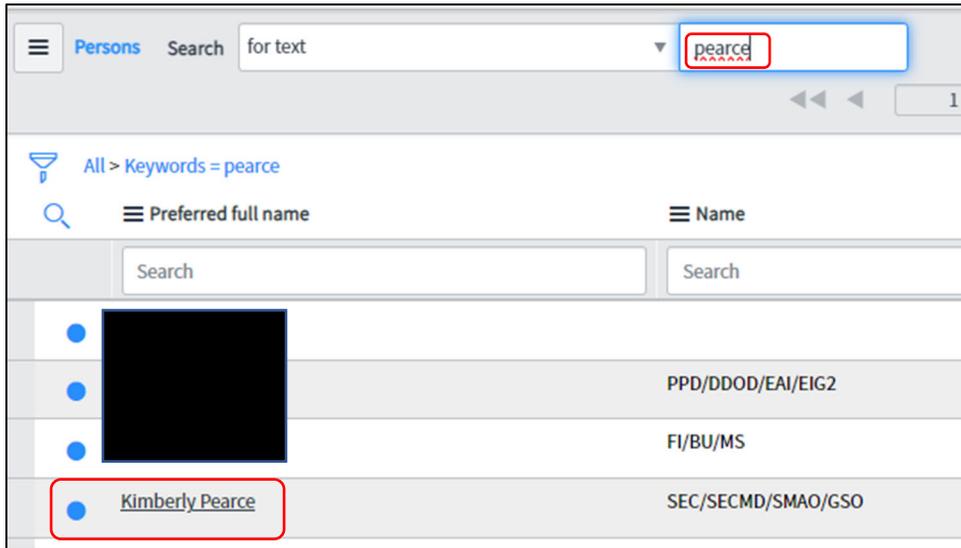
If you think they have had access in the past but do not know the Fermi ID number, please email [CampusAccess@fnal.gov](mailto:CampusAccess@fnal.gov) and we will be happy to give that to you.

If the person has had access before, click on the magnifying glass to the right of the “person” field.



A screenshot of a form section titled "Personal Information" with a minus sign icon to its left. Below the title is the label "Person" and a text input field. To the right of the input field is a magnifying glass icon, which is circled in red.

In the screen that pops up, enter part of the person's name (first, last, etc.) and hit the “Enter” key, then click on the correct person from the search results.



This will automatically fill in their First name, Middle name, Last name, and primary email address.

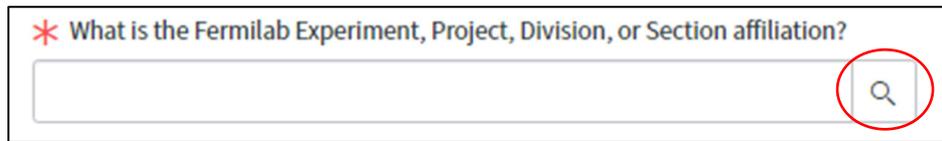
Please make sure the email address is correct, then click the “confirm the email address” box.

If it is not correct, you can edit the email address field with the new one and then click the “confirm the email address” box.

If the person has NOT had Fermilab access before, you will need to fill out the First Name, Middle Name (put “NMI” if they don’t have a middle name), Last name, and email address.

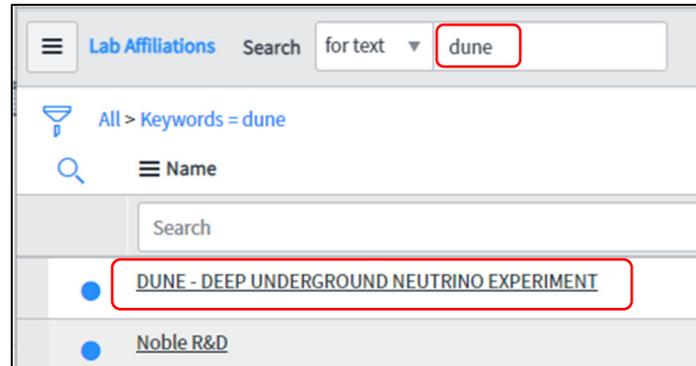
**User/Affiliate Access Information:**

Click on the magnifying glass to the right of “What is the Fermilab Experiment, Project, Division, or Section affiliation?” and search for the affiliation in the screen that pops up; hit the “enter” key to return the results list.



\* What is the Fermilab Experiment, Project, Division, or Section affiliation?

Search field with a magnifying glass icon circled in red.



Lab Affiliations Search for text dune

All > Keywords = dune

Name

Search

DUNE - DEEP UNDERGROUND NEUTRINO EXPERIMENT

Noble R&D

Follow the same procedure to pick the Point of Contact (this should be yourself, if you are the person’s POC).



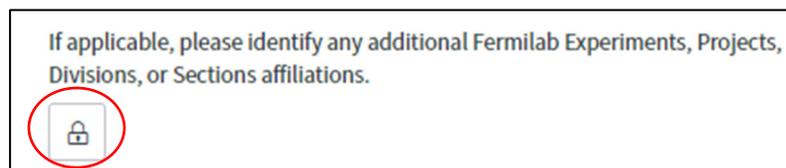
\* Point of Contact

Kimberly Pearce

Search field with a magnifying glass icon circled in red.

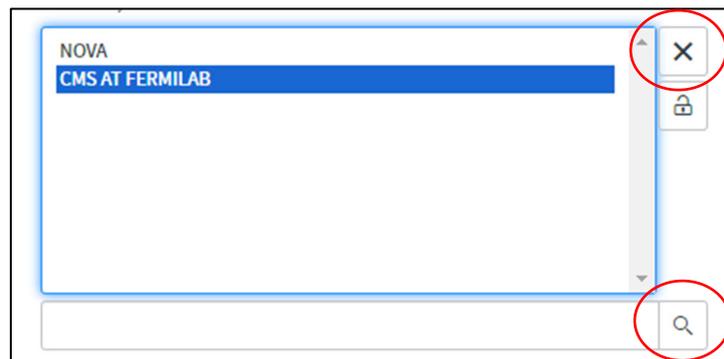
If the person is working with additional affiliations, click the lock button under the additional affiliations, then click the magnifying glass to the right of the search field to find the additional affiliations (same process as above). You can choose more than one by repeating the process.

To remove an additional affiliation that was accidentally selected, highlight the affiliation and click the “X” to the right.



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

Lock icon circled in red.



NOVA

CMS AT FERMILAB

X icon circled in red.

Search field with a magnifying glass icon circled in red.

Answer the question regarding reimbursements (check all that apply). If the lab is not reimbursing for anything on this list, check the box next to “none”.

\* Will Fermilab provide or reimburse any of the following? (Check all that apply and please contact your primary Affiliation to coordinate any of the items selected)

- Per diem
- Lodging
- Car rental
- Travel
- None

Enter the dates that the person needs computing access by clicking on the calendar icon to the right of the date fields. Computing access cannot exceed one year; the end date will auto-populate as one year from the start date but you can edit it, if needed.

\* Computing access from date

2023-12-07 

\* Computing access to date

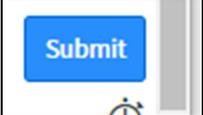
2024-12-07 

Answer the question regarding the person coming onsite.

If the person is not coming onsite, there is no more information needed and you can click “Submit” at the bottom of the screen.

\* Will the person be coming onsite to Fermilab?

No 



If the person will be onsite, they need to get an ID badge so make sure you answer “yes” to this question, then give the dates, if they will be here continuous or intermittently, where they will be located, and if they are requesting housing.

The dates will auto-populate to match the computing dates but can be edited, if needed.

\* Will the person be coming onsite to Fermilab?

Yes

\* Onsite from date

2023-12-07

\* Onsite to date

2024-12-07

\* Will the person be working at 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.

\* Fermilab business site

-- None --

-- None --

Lead, South Dakota

Batavia, Illinois

\* Will the person be requesting Fermilab housing?

-- None --

-- None --

Yes

No

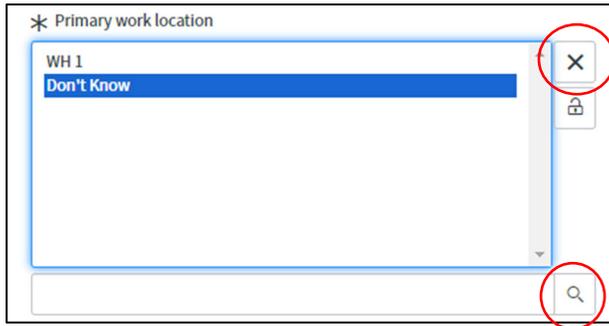
Click the lock icon to open the primary work location. Then click on the magnifying glass, and then search in the screen that pops up for the location. You can choose more than one location by repeating this process. To delete a location, highlight it and click on the "X" to the right.

\*enter "WH" for anything in Wilson Hall

\*\*if you do not know where the person will be located, pick the "Don't Know" option that is at the top of the list in the search screen

\* Primary work location



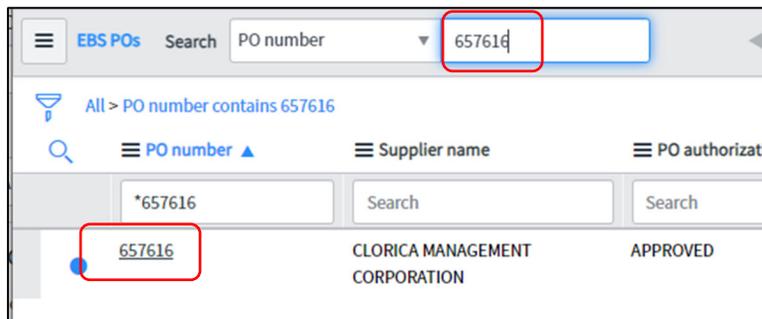
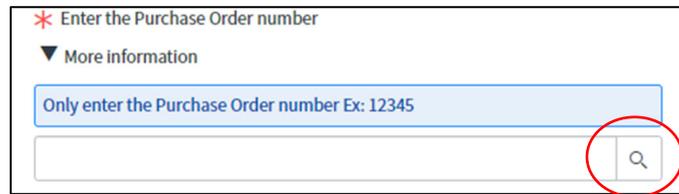


Click "Submit" at the bottom when you are done.

The person will now receive an email to complete their portion of the access request form.

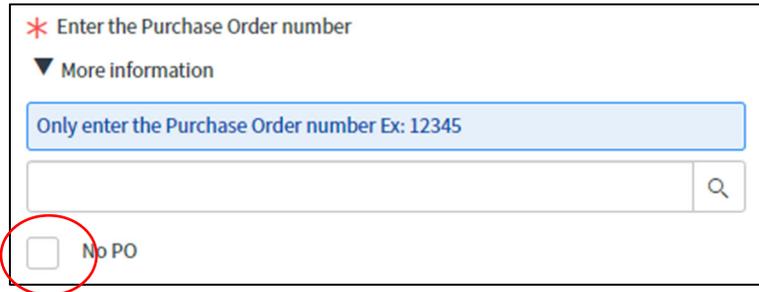
### Sub-Contractor Access Information:

Enter the Purchase Order number by clicking on the magnifying glass to the right of the search field, then put the PO number in the search bar on the screen that pops up, then select the PO from the results list.



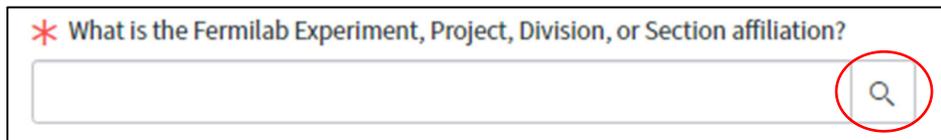
If there is no PO for this job, you can click the "No PO" box.

\*DO NOT click the “No PO” box unless this is legitimately a job that does not have a PO number (i.e. Abri Credit Union workers, Fermilab Natural Areas, AT&T, etc.). Clicking this box only allows you to select from a shortened list of affiliations and the form will not go to the correct approvers if the worker is not actually working for one of those affiliations.

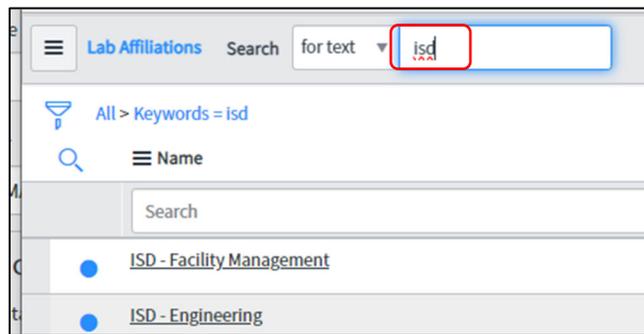


\* Enter the Purchase Order number  
▼ More information  
Only enter the Purchase Order number Ex: 12345  
[Search field with magnifying glass icon]  
 No PO

Click on the magnifying glass to the right of “What is the Fermilab Experiment, Project, Division, or Section affiliation?” and search for the affiliation in the screen that pops up; hit the “enter” key to return the results list.



\* What is the Fermilab Experiment, Project, Division, or Section affiliation?  
[Search field with magnifying glass icon]



Lab Affiliations Search for text isd  
All > Keywords = isd  
Name  
Search  
● ISD - Facility Management  
● ISD - Engineering

Follow the same procedure to pick the Point of Contact (this should be yourself, if you are the person’s POC).



\* Point of Contact  
Kimberly Pearce [Search field with magnifying glass icon]

Answer the question regarding if the subcontractor is performing research while at Fermilab.

\* Are you performing research?

-- None --

-- None --

Yes

No

Will the person need computing accounts? If you answer “No,” then move on to the next question. If you answer “Yes” then fill in the dates that the person needs computing accounts for by clicking on the calendar icon to the right of the date fields.

\*Computing access cannot exceed one year or the end/promise date of the PO, whichever is shorter.

\* Will the person need a Fermilab computing account?

Yes

-- None --

Yes

No

\* Computing access from date

2023-12-07 

\* Computing access to date

2024-04-30 

Will the person be coming onsite to Fermilab?

If no, then just click “submit” at the bottom of the screen.

If yes, then pick the dates they will need onsite access by clicking on the calendar icon to the right of the date fields. You will also need to choose the business site and work location.

\*Onsite access cannot exceed one year or the end/promise date of the PO, whichever is shorter.

\* Will the person be coming onsite to Fermilab?

Yes

\* Onsite from date

2023-12-11

\* Onsite to date

2024-01-31

\* Fermilab business site

-- None --

-- None --

Lead, South Dakota

Batavia, Illinois

Click the lock icon to open the primary work location. Then click on the magnifying glass, and then search in the screen that pops up for the location. You can choose more than one location by repeating this process. To delete a location, highlight it and click on the “X” to the right.

\*enter “WH” for anything in Wilson Hall

\*\*if you do not know where the person will be located, pick the “Don’t Know” option that is at the top of the list in the search screen

\* Primary work location

WH 1

Don't Know

FermiWorks Locations Search Name  1 to 100 of 346

All

Name Location name

Don't Know

02 CHE CHE PINQUA 2 Che Che Pinqua-Users Center | Ground Floor [069]

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

The person will now receive an email to complete their portion of the access request form.

**Business Visitor Access Information:**

Click on the magnifying glass to the right of “What Fermilab affiliation will the person be visiting?” and search for the affiliation in the screen that pops up; hit the “enter” key to return the results list.

\* What Fermilab affiliation will the person be visiting?

Lab Affiliations Search for text dune

All > Keywords = dune

Name

Search

- DUNE - DEEP UNDERGROUND NEUTRINO EXPERIMENT
- Noble R&D

Follow the same procedure to pick the Point of Contact (this should be yourself, if you are the person's POC).

\* Point of Contact

Pick from the drop-down menu for the "Purpose of visit?"

\* Purpose of visit?

- None --
- None --
- Directorate/VIP Tour
- Education and Public Engagement Tour
- Employment Interview
- Event
- Information Meeting
- Lecture or Presentation
- Media Event
- Procurement Meeting
- Review/Audit
- Training

Add information on why the person is requesting access.

\* Please provide a description of the person's visit including specific activities.

Is the person coming onsite or accessing the site virtually?

\* Is the person requesting for onsite access to the Fermilab site, or virtual access to Fermilab information?

-- None --

**-- None --**

Onsite

Virtual

If virtual, fill out the dates of access by clicking on the calendar icon to the right of the date fields. Then click Submit when you are done.

\*Business visitor access cannot exceed 7 days.

\* Virtual from date

2023-12-11 

\* Virtual to date

2023-12-14 

If onsite, fill out the dates of access by clicking on the calendar to the right of the date fields. Select the business site and primary location.

\*Onsite business visitor access cannot exceed 7 days and is limited to business hours, which are Monday through Friday, 6:00am-6:00pm.

\* Onsite from date

2023-12-11 

\* Onsite to date

2023-12-14 

\* Fermilab business site

-- None --

**-- None --**

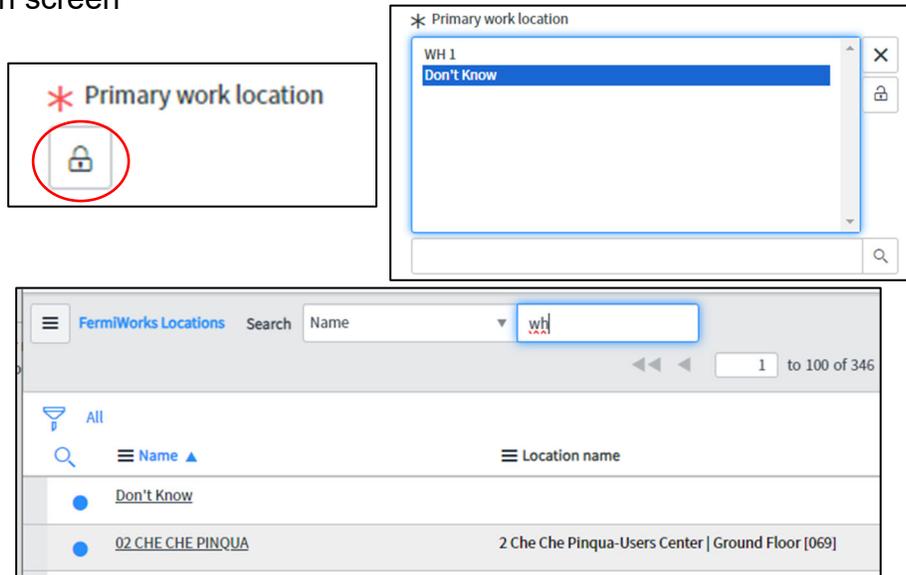
Lead, South Dakota

Batavia, Illinois

Click the lock icon to open the primary work location. Then click on the magnifying glass, and then search in the screen that pops up for the location. You can choose more than one location by repeating this process. To delete a location, highlight it and click on the “X” to the right.

\*enter “WH” for anything in Wilson Hall

\*\*if you do not know where the person will be located, pick the “Don’t Know” option that is at the top of the list in the search screen



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

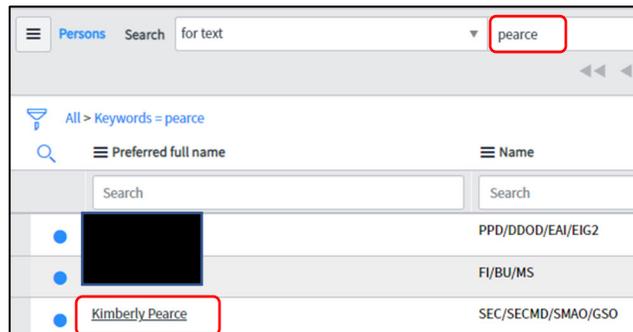
The person will now receive an email to complete their portion of the access request form.

## Authorized Guest Request Information:

Click on the magnifying glass to the right of “Point of Contact” and search for the POC’s name in the screen that pops up; hit the “enter” key to return the results list. The POC should be yourself, if you are the contact for this person.



A screenshot of a form field labeled “\* Point of Contact”. To the right of the text input field is a magnifying glass icon, which is circled in red.

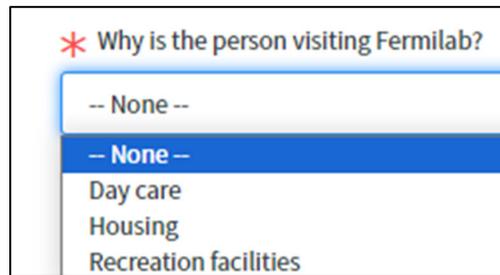


A screenshot of a search results page. The search term “pearce” is entered in the search bar. The results list shows three entries:

Preferred full name	Name
[Redacted]	PPD/DDOD/EAI/EIG2
[Redacted]	FI/BU/MS
Kimberly Pearce	SEC/SECMD/SMAO/GSO

The entry for “Kimberly Pearce” is circled in red.

Choose why the person is requesting access (what facility are they requesting access for).

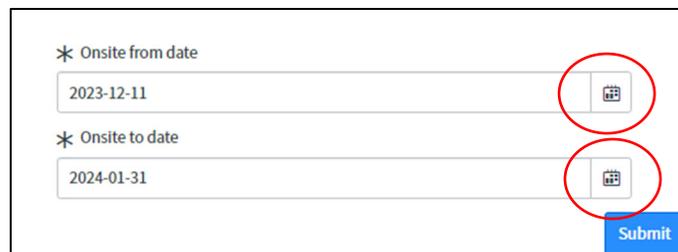


A screenshot of a dropdown menu titled “\* Why is the person visiting Fermilab?”. The menu is open, showing the following options:

- None --
- None --
- Day care
- Housing
- Recreation facilities

Select the onsite dates by clicking on the calendar icon to the right of the date fields.

\*Authorized guest access cannot exceed one year, the POC’s badge end date, or the end date of the Housing Agreement (if staying in Housing), whichever is shorter.



A screenshot of two date selection fields:

- \* Onsite from date: 2023-12-11
- \* Onsite to date: 2024-01-31

Calendar icons to the right of each date field are circled in red. A blue “Submit” button is located at the bottom right of the form.

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

The person will now receive an email to complete their portion of the access request form.