

NEW AUTHORIZED GUEST ONBOARDING IN FERMIWORKS

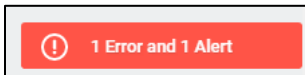
After you submit your access request and it is approved, you will be emailed the following information:

Your Fermilab access/account has been tentatively approved. To complete the onboarding process, please enter the required information into Workday, Fermilab's Human Resources System by going to <https://wd5.myworkday.com/wday/authgwy/fermilab/login.html>
Your account username is: [redacted]@gmail.com
If a new Workday account was created, you will receive separate messages containing your password. If you require a password reset for an existing account, please use the Forgot Password link on the login page to access an online password reset form. For additional assistance, please contact the Fermilab Service Desk at 630-840-2345.
If you have any questions or concerns, please reach out to your Fermilab point of contact, or the Fermilab Users Office at usersoffice@fnal.gov.

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.

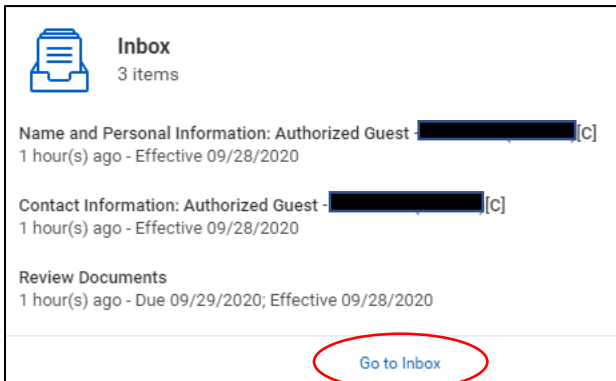


A yellow alert can be bypassed by clicking "Submit" again



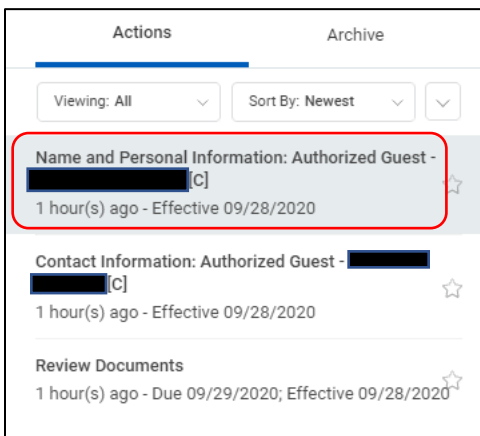
A red alert CANNOT be bypassed. You MUST go back and complete the information.

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.

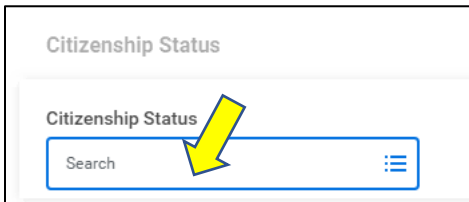


The right panel will show what needs to be completed for that step.

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; enter the information and hit the “enter” key on the keyboard or click anywhere outside of that field when you’re done.

EXAMPLE:



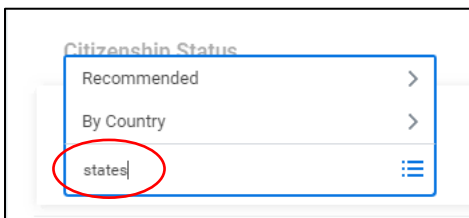
Citizenship Status

Citizenship Status

Search

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

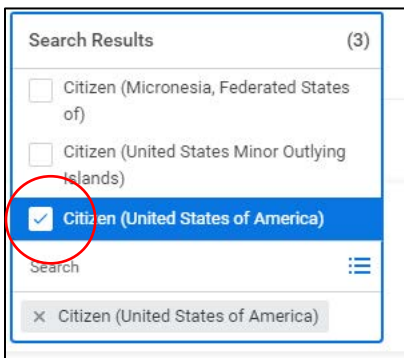


Citizenship Status

Recommended >

By Country >

states



Search Results (3)

Citizen (Micronesia, Federated States of)

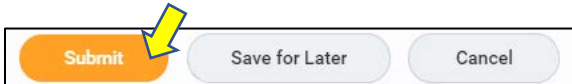
Citizen (United States Minor Outlying Islands)

Citizen (United States of America)

Search

× Citizen (United States of America)

Click on both the “Submit” button, and the “Done” button on the next screen.

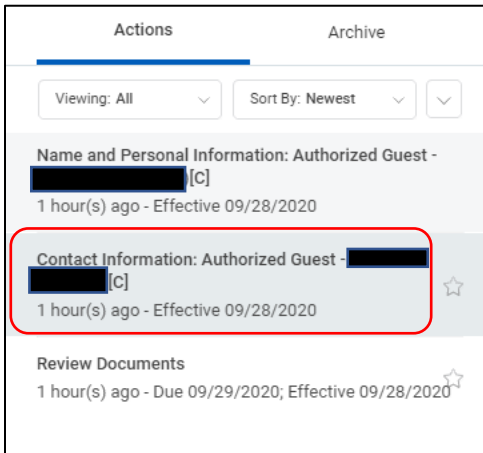


Submit Save for Later Cancel



Done

This should take you to your next inbox item.



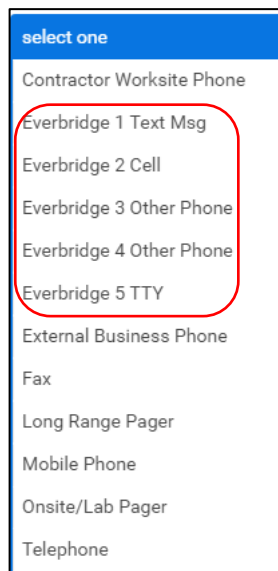
The information that needs to be filled in will be listed on this screen. Scroll down to get to all of the information fields.

Click on any field to open it up for editing (the same way that you entered your personal information). Enter the information and hit the “enter” key on the keyboard or click anywhere outside of that field when you’re done.

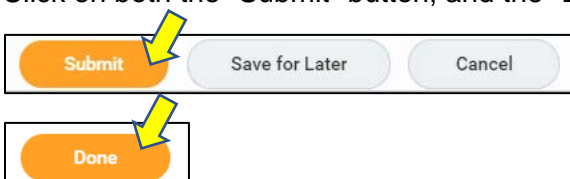
The screenshot shows the 'Contact Information' form for onboarding a guest. The title is 'Contact Information' with a subtitle 'Onboarding for [redacted] [C]' and an 'Actions' button. Below the title is a timestamp '18 second(s) ago - Effective 09/28/2020'. The main content area contains instructions: 'Please enter your home information including home address and a phone number. REQUIRED INFORMATION FOR SITEWIDE EMERGENCY WARNING SYSTEM (EVERBRIDGE) Every d (Everbridge). This is how you will be contacted if the Lab needs to contact you in the case of a sit a Text Number. If your home email is entered under Home Contact Information Primary Email it w'. Below this is a note: 'To Add an Everbridge Emergency Warning System Number, click on Add under the Additional Pho click ADD. Select another Everbridge contact type. You can only have one number for each Everbr'. The form has three main sections: 'Home Contact Information' with 'Primary Address' (containing an 'Add' button) and 'Additional Address' (containing an 'Add' button); and 'Primary Phone' (containing a 'Phone' field with the value '+16308403000 (Telephone)').

REQUIRED INFORMATION:

- Home Address
- 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:



Click on both the “Submit” button, and the “Done” button on the next screen.



This will take you to your next inbox item step.

The screenshot shows an inbox interface with two tabs: 'Actions' and 'Archive'. Below the tabs are two dropdown menus: 'Viewing: All' and 'Sort By: Newest'. The main content area lists three items. The first item is 'Name and Personal Information: Authorized Guest - [redacted] [C]' with a timestamp of '1 hour(s) ago - Effective 09/28/2020'. The second item is 'Contact Information: Authorized Guest : [redacted] [C]' with a timestamp of '1 hour(s) ago - Effective 09/28/2020'. The third item, 'Review Documents', is highlighted with a red box and includes a star icon. Its timestamp is '1 hour(s) ago - Due 09/29/2020; Effective 09/28/2020'.

There is a list of documents that you will need to read and 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.

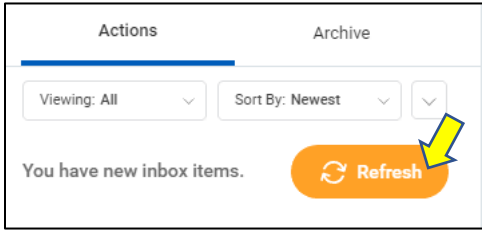
The screenshot shows the 'Review Documents' page. At the top, it says 'Review Documents for Onboarding for [redacted] [C]' with an 'Actions' button. Below this is the text '1 hour(s) ago - Due 09/29/2020; Effective 09/28/2020' and a paragraph: 'Please review and acknowledge a series of Laboratory policies and agreements.' The 'Documents' section contains two entries. The first entry is for the 'Behavioral Expectations Form' (PDF icon). It includes 'Instructions' (Please acknowledge that you have reviewed the form.), a 'Signature Statement' (I acknowledge that I have reviewed the Behavioral Expectations Form.), and an 'I Agree' checkbox which is checked and circled in red. The second entry is for the 'Export Control Policy' (PDF icon). It includes 'Instructions' (Please read the document and acknowledge that you have done so.), a 'Signature Statement' (I acknowledge that I've read the Export Control policy.), and an 'I Agree' checkbox which is unchecked.

Click on both the “Submit” button, and the “Done” button on the next screen.

This image shows a close-up of three buttons: 'Submit' (orange), 'Save for Later' (light grey), and 'Cancel' (light grey). A yellow arrow points to the 'Submit' button. Below this, another close-up shows the 'Done' button (orange) with a yellow arrow pointing to it.

YOU ARE NOT DONE!

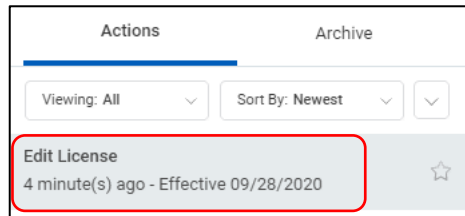
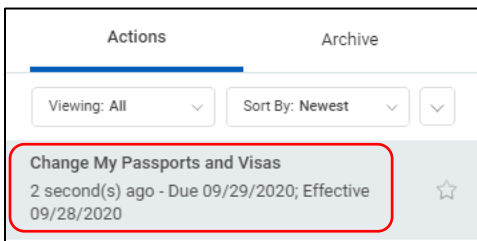
Click on the “Refresh” button on the left inbox panel.



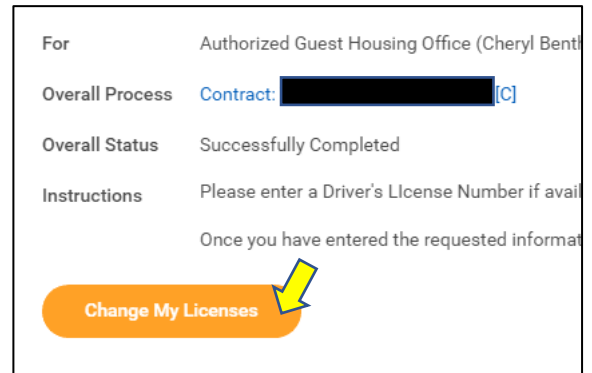
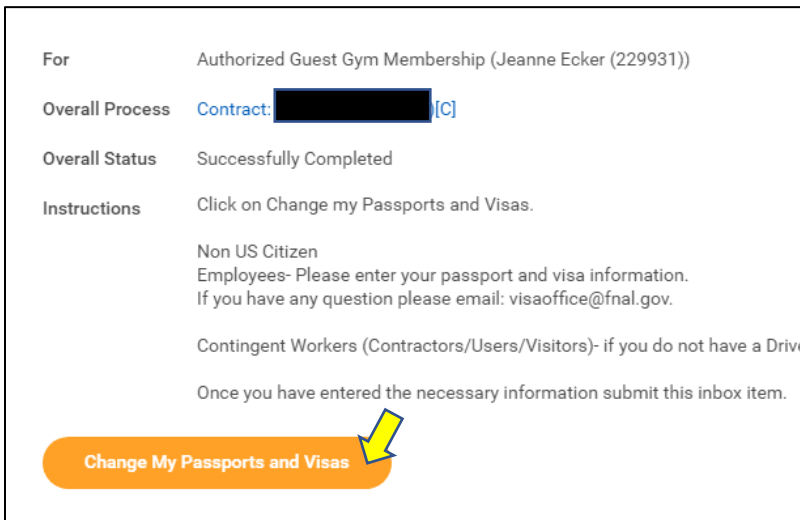
You now have a new inbox item.

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.



Click on the “Change My Passports and Visas” or “Change My Licenses” button (whichever is in your inbox).



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

*Country	*Passport ID Type	Identification #	Issued Date	Expiration Date	Verification Date
x Italy	x Official (maroon cover)	YB123456789	01/01/2020	01/01/2030	09/28/2020

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”
- Enter the Identification #
- Issued Date (if there is one)
- Expiration Date

**If you do not have a driver's license, contact the Users Office at usersoffice@fnal.gov

*License ID Type	Class	Issued by Country / Issued by Country Region / Issued by Authority	Identification #	Issued Date	Expiration Date	Verification Date
x Driver's		<input checked="" type="radio"/> Issued by Country Region x Illinois	G123-4567-8901	01/01/2020	01/01/2024	09/28/2020

Click on both the “Submit” button, and the “Done” button on the next screen.

Submit Save for Later Cancel

Done

This will take you back to your inbox.

Complete To Do

[Edit License](#) Actions

13 minute(s) ago - Effective 09/28/2020


For Authorized Guest Housing Office (Cheryl Bentham (201815))

Overall Process [Contract:](#) [REDACTED] [C]

Overall Status Successfully Completed

Instructions Please enter a Driver's License Number if available. If not you must enter
Once you have entered the requested information, Click Submit to Submit

[Change My Licenses](#)

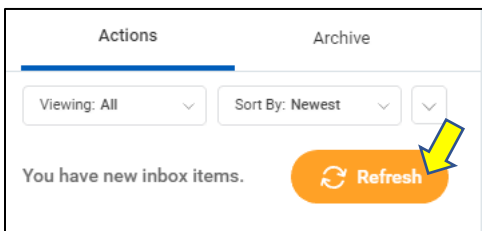
 enter your comment

[Submit](#) [Save for Later](#) [Close](#)

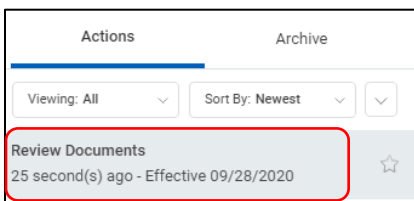
Click on both the "Submit" button, and the "Done" button on the next screen.



Click on the "Refresh" button on the left inbox panel.

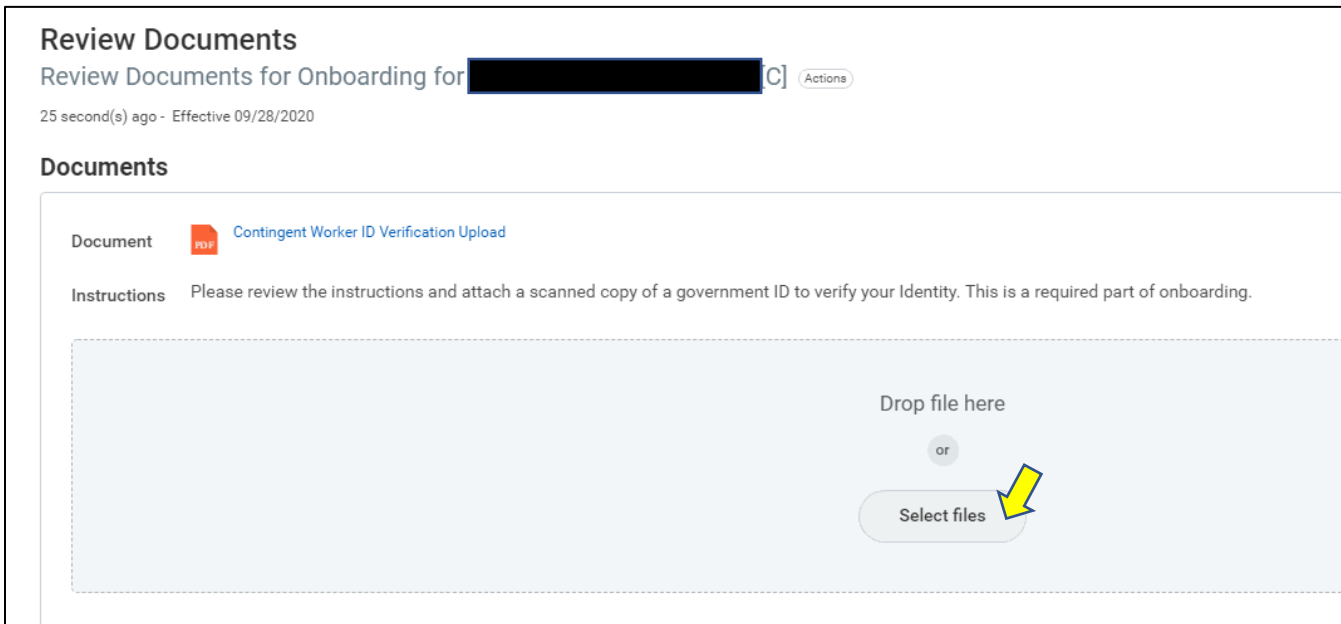


You now have a new inbox item.



You will need to upload whatever document you entered in the previous step (or whatever document the Users Office instructed you to upload, if you did not have the required ID).


Click on “Select Files”



Review Documents
Review Documents for Onboarding for [REDACTED] [C] Actions

25 second(s) ago - Effective 09/28/2020

Documents

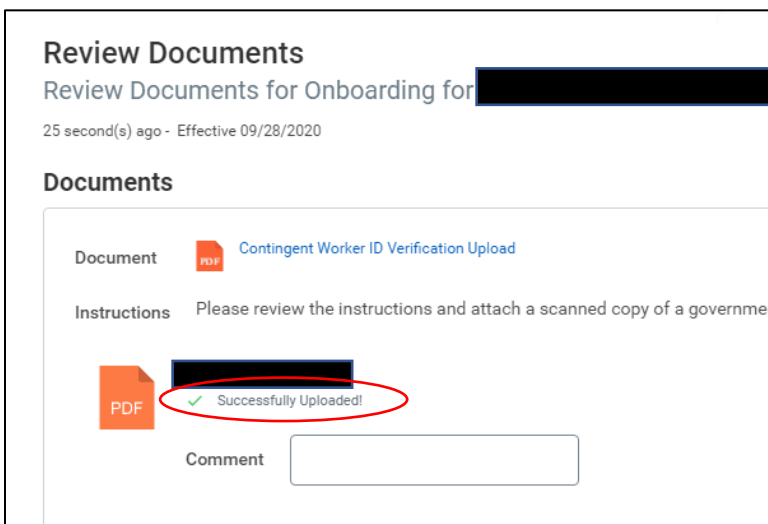
Document  Contingent Worker ID Verification Upload

Instructions Please review the instructions and attach a scanned copy of a government ID to verify your Identity. This is a required part of onboarding.

Drop file here
or
Select files

Select the file from your computer.


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





Review Documents
Review Documents for Onboarding for [REDACTED]

25 second(s) ago - Effective 09/28/2020

Documents

Document  Contingent Worker ID Verification Upload

Instructions Please review the instructions and attach a scanned copy of a government ID to verify your Identity. This is a required part of onboarding.

  Successfully Uploaded!

Comment

Click on both the “Submit” button, then the “Done” button on the next screen.



Submit Save for Later Cancel

Done

YOU ARE NOW DONE WITH ONBOARDING!

When you know what your arrival date at Fermilab will be, please email badgingoffice@fnal.gov to make an appointment to get your ID badge.