

# RENEWING AUTHORIZED GUEST ONBOARDING IN FERMIWORKS

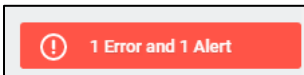
After you submit your access renewal, you will be emailed the following information:

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](mailto: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.

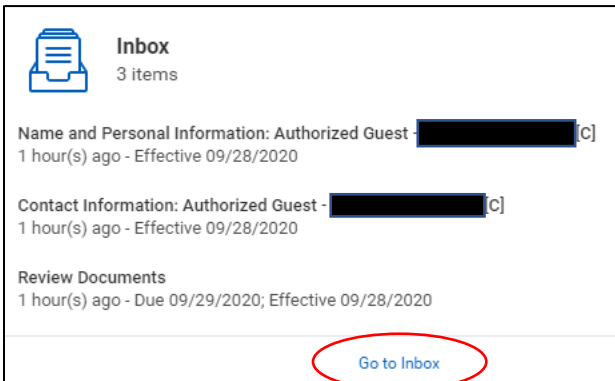


A yellow alert can be bypassed by clicking "Submit" again



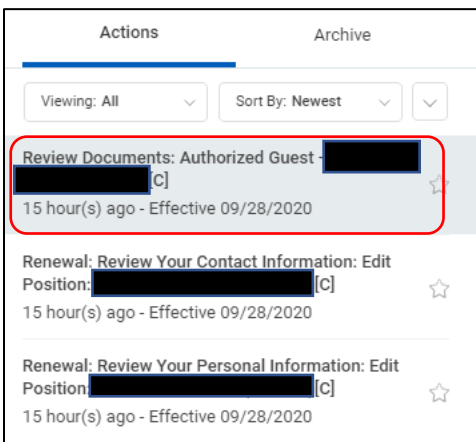
A red alert CANNOT be bypassed. You MUST go back and complete the information.

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.

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.


### Review Documents

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


1 hour(s) ago - Due 09/29/2020; Effective 09/28/2020

Please review and acknowledge a series of Laboratory policies and agreements.

#### Documents

Document	 <a href="#">Behavioral Expectations Form</a>
Instructions	Please acknowledge that you have reviewed the form.
Signature Statement	I acknowledge that I have reviewed the Behavioral Expectations Form.
I Agree	<input checked="" type="checkbox"/>

---

Document	 <a href="#">Export Control Policy</a>
Instructions	Please read the document and acknowledge that you have done so.
Signature Statement	I acknowledge that I've read the Export Control policy.
I Agree	<input type="checkbox"/>

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

This will take you to your next inbox item step.

Actions Archive

Viewing: All  Sort By: Newest

Review Documents: Authorized Guest - [REDACTED] [C]  
15 hour(s) ago - Effective 09/28/2020

**Renewal: Review Your Contact Information: Edit Position: [REDACTED] [C]** ☆  
15 hour(s) ago - Effective 09/28/2020

Renewal: Review Your Personal Information: Edit Position: [REDACTED] [C] ☆  
15 hour(s) ago - Effective 09/28/2020

Click on the “Change My Contact Information” button in order to view and edit the information. 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. See the example below:

**Complete To Do**  
**Renewal: Review Your Contact Information** Actions  
43 second(s) ago - Effective 09/28/2020

For Authorized Guest - Ruth Ponce Calero (230162)[C]

Overall Process [Edit Job: Ruth Ponce Calero \(230162\)\[C\]](#)

Overall Status Successfully Completed

Instructions Please review/update your contact information then submit this inbox item when you are complete.

**Change My Contact Information**

The following fields are **REQUIRED**:

- 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:

**EXAMPLE** – ADDITIONAL PHONE NUMBER:

**Additional Phone**

Add

select one

select one

Contractor Worksite Phone

Everbridge 1 Text Msg

Everbridge 2 Cell

Everbridge 3 Other Phone

Everbridge 4 Other Phone

Everbridge 5 TTY

External Business Phone

Fax

Long Range Pager

Mobile Phone

Onsite/Lab Pager

Telephone

Phone

+1 (Everbridge 1 Text Msg)

Phone Device \*

Everbridge 1 Text Msg

Country Phone Code \*

x United States of America (+1)

Phone Number \*

6308403000

Phone Extension

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**  
**Renewal: Review Your Contact Information** Actions  
43 second(s) ago - Effective 09/28/2020

For Authorized Guest [REDACTED] [C]

Overall Process [Edit Job](#) [REDACTED] [C]

Overall Status Successfully Completed

Instructions Please review/update your contact information then submit this inbox item when you are complete.

[Change My Contact Information](#)

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

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

[Done](#)

This will take you to your next inbox item step.

**Actions** **Archive**

Viewing: All  Sort By: Newest

Renewal: Review Your Contact Information: Edit Position: [REDACTED] [C]  
15 hour(s) ago - Effective 09/28/2020

**Renewal: Review Your Personal Information: Edit Position: [REDACTED] [C]** ☆  
15 hour(s) ago - Effective 09/28/2020

Change My Passports and Visas: Edit Position: [REDACTED] [C] ☆  
15 hour(s) ago - Effective 09/28/2020

Click on the “Change My Personal Information” button in order to view and edit the information. 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 (see example above).

**Complete To Do**  
**Renewal: Review Your Personal Information** Actions  
3 minute(s) ago - Effective 09/24/2020

For [REDACTED] [C]

Overall Process [Edit Job](#): [REDACTED] [C]

Overall Status Successfully Completed

Instructions Please review your personal information then submit this inbox item once complete.

[Change My Personal Information](#)

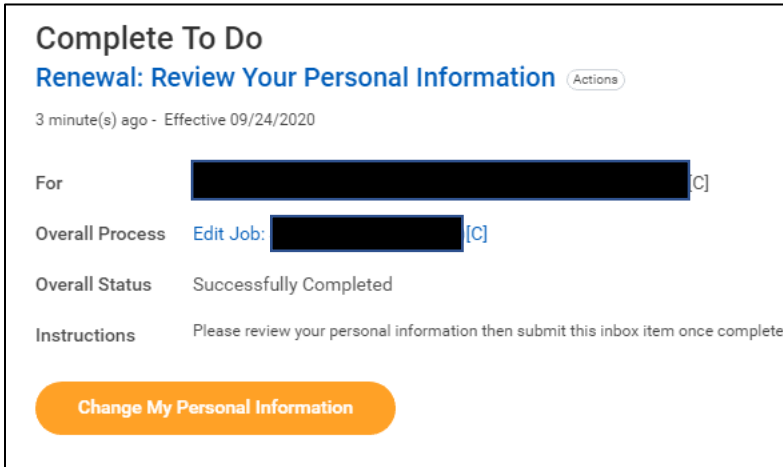
The following fields are **REQUIRED**:

- 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

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



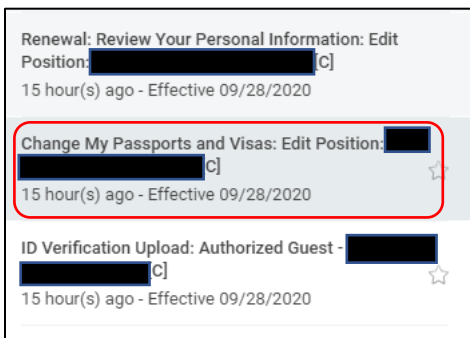
You will be taken back to your inbox screen:



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

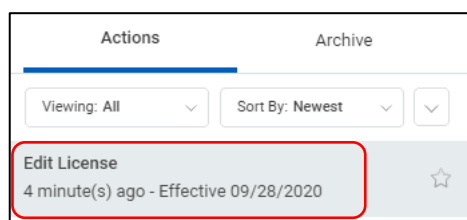
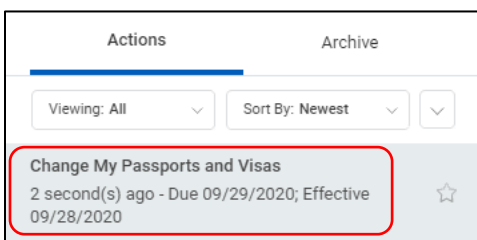


This should take you to your next inbox item:



**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 Authorized Guest Gym Membership (Jeanne Ecker (229931))

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

Overall Status Successfully Completed

Instructions Click on Change my Passports and Visas.

Non US Citizen  
Employees- Please enter your passport and visa information.  
If you have any question please email: [visaoffice@fnal.gov](mailto:visaoffice@fnal.gov).

Contingent Workers (Contractors/Users/Visitors)- if you do not have a Drive

Once you have entered the necessary information submit this inbox item.

[Change My Passports and Visas](#)

For Authorized Guest Housing Office (Cheryl Bentl

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

Overall Status Successfully Completed

Instructions Please enter a Driver's License Number if avail

Once you have entered the requested informat

[Change My Licenses](#)

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](mailto:usersoffice@fnal.gov)

Passports 1 Item	*Country	*Passport ID Type	Identification #	Issued Date	Expiration Date	Verification Date
	<input type="text" value="Italy"/>	<input type="text" value="Official (maroon cover)"/>	<input type="text" value="YB123456789"/>	<input type="text" value="01/01/2020"/>	<input type="text" value="01/01/2030"/>	<input type="text" value="09/28/2020"/>

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

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

[Done](#)

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](mailto:usersoffice@fnal.gov)

*License ID Type	Class	Issued by Country / Issued by Country Region / Issued by Authority	Identification #	Issued Date	Expiration Date	Verification Date
Driver's		Issued by Country Region 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

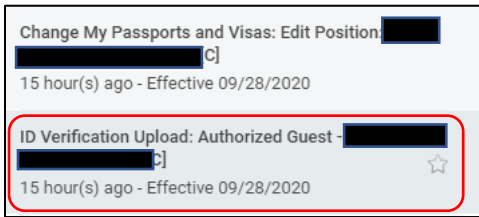
[Change My Licenses](#)

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

Submit Save for Later Cancel

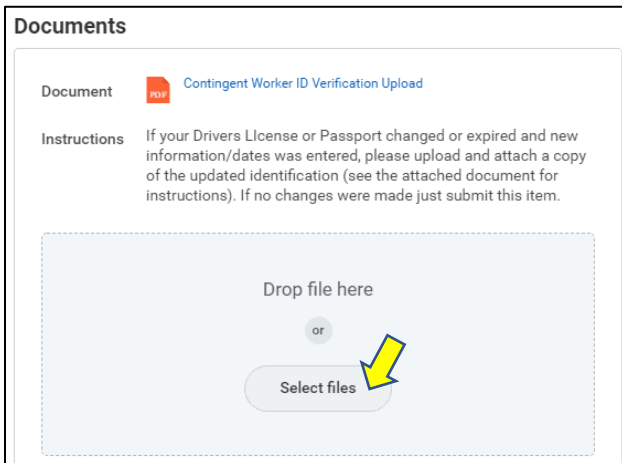
Done

This will take you to your next inbox item:



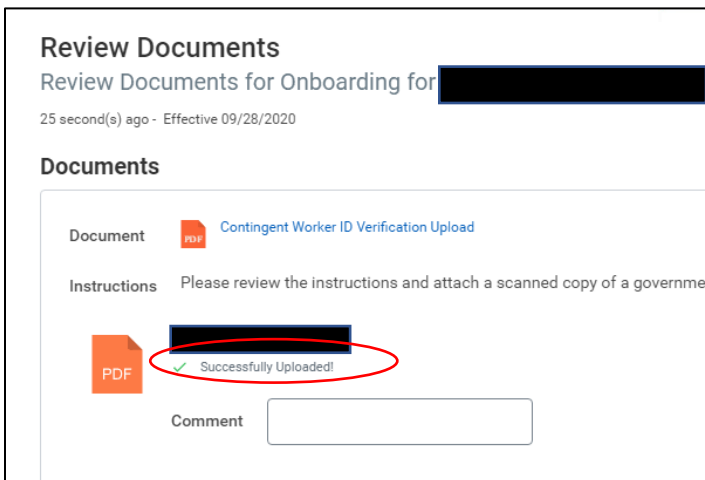
You will need to upload whatever document you entered in the previous step (or whatever document the Users Office instructed you to upload, if you did not have the required ID).

Click on “Select Files”

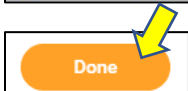


Select the file from your computer.

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



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





**YOU ARE NOW DONE WITH ONBOARDING!**

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