# RENEWING SUB-CONTRACTOR ONBOARDING IN FERMIWORKS

You will be emailed the following information once your ticket has been processed:

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.htmld
Your account username is ▇▇▇▇▇@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, they signify that information is missing. You can click on the alert box to get more information on what is missing.
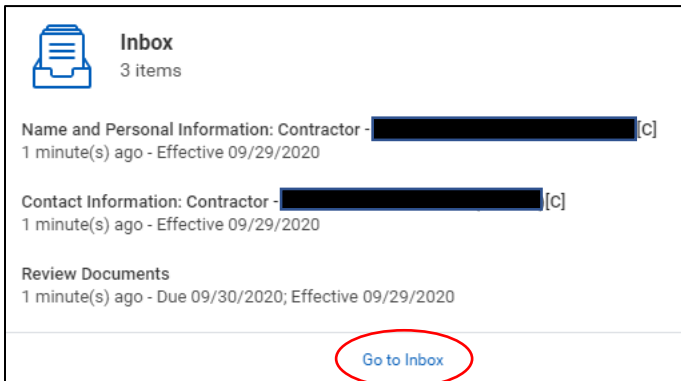
 A yellow alert can be bypassed by clicking "Submit" again
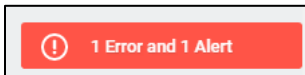
 A Red alert CANNOT be bypassed. You MUST go back and complete the information.

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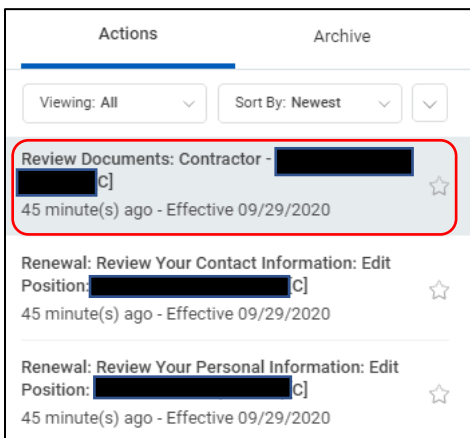
The right panel will show what needs to be completed for that step.

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

You can 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 ███████████████ [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	[PDF] Behavorial Expectations Form
Instructions	Please acknowledge that you have reviewed the form.
Signature Statement	I acknowledge that I have reviewed the Behavorial Expectations Form.
I Agree	☑

Document	[PDF] Export Control Policy
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	☐

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

Submit   Save for Later   Cancel

Done

This will take you to your next inbox item step.

Review Documents: Contractor ███████ ███████ [C]
45 minute(s) ago - Effective 09/29/2020

Renewal: Review Your Contact Information: Edit
Position: ██████████████ [C]
45 minute(s) ago - Effective 09/29/2020

Renewal: Review Your Personal Information: Edit
Position: ██████████████ [C]
45 minute(s) ago - Effective 09/29/2020

You will need to 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 ████████████████████ [C]

Overall Process   Edit Job: ████████████████ [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

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:

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 *

✕ United States of America (+1)   ≡

Phone Number *

6308403000

Phone Extension

Click on both the "Submit" button, then 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   ███████████████████[C]
Overall Process   Edit Job: ██████████[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, then the "Done" button on the next screen.

Submit   Save for Later   Cancel

Done

This will take you to your next inbox item step.

Renewal: Review Your Contact Information: Edit
Position: ████████████████[C]
47 minute(s) ago - Effective 09/29/2020

Renewal: Review Your Personal Information: Edit
Position: ████████████[C]   ☆
47 minute(s) ago - Effective 09/29/2020

Change My Passports and Visas: Edit Position:
████████████[C]   ☆
47 minute(s) ago - Effective 09/29/2020

You will need to 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   ████████████████████████[C]
Overall Process   Edit Job: ████████████[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, then the "Done" button on the next screen.

Submit   Save for Later   Cancel

Done

You will be taken back to your inbox screen:

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

For	████████████████████████████████ [C]
Overall Process	Edit Job: ████████████████ [C]
Overall Status	Successfully Completed
Instructions	Please review your personal information then submit this inbox item once complete.

Change My Personal Information

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

Submit   Save for Later   Cancel

Done

This should take you to your next inbox item:

Renewal: Review Your Personal Information: Edit
Position: ████████████████ [C]
47 minute(s) ago - Effective 09/29/2020

Change My Passports and Visas: Edit Position:
████████████████ [C]
47 minute(s) ago - Effective 09/29/2020

ID Verification Upload: Contractor - ████████████
████ [C]
47 minute(s) ago - Effective 09/29/2020

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.

Actions	Archive
Viewing: All	Sort By: Newest

Change My Passports and Visas
2 second(s) ago - Due 09/29/2020; Effective
09/28/2020

Actions	Archive
Viewing: All	Sort By: Newest

Edit License
4 minute(s) ago - Effective 09/28/2020

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

For	▮▮▮▮▮▮▮▮▮▮▮▮▮▮
Overall Process	Contract: ▮▮▮▮▮▮▮▮[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.
	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	▮▮▮▮▮▮▮▮▮▮▮▮▮▮
Overall Process	Contract: ▮▮▮▮▮▮▮▮[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

Passports 1 item

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

Visas 0 items

Click on both the "Submit" button, then 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

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

This will take you back to your inbox.

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

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, then the "Done" button on the next screen.

This will take you to your next inbox item.

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

The training is a PDF Power point presentation that you can scroll through to read all of the slides.

Scroll all the way through the training and copy the code at the bottom of it.

Paste or type that code into the comment field on your inbox screen (the code is NOT "test code").

Complete To Do
Export Control and Computer Training for Contingent Workers (Actions)
26 second(s) ago - Effective 09/29/2020

For	▇▇▇▇▇▇▇▇▇▇▇▇
Overall Process	Contract: ▇▇▇▇▇▇▇▇▇ [C]
Overall Status	Successfully Completed
Instructions	Review the computer and export control documentation at this link: https://cd-docdb.fnal.gov/cgi-bin/RetrieveFile?docid=7027&filename=Export-Controls-and-Basic-Cybersecurity-Training-Fermilab-Visitors.pdf Enter the validation code in the comments and hit submit.

test code

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!