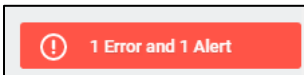# NEW USER ONBOARDING IN FERMIWORKS

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.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 Fermlab 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.
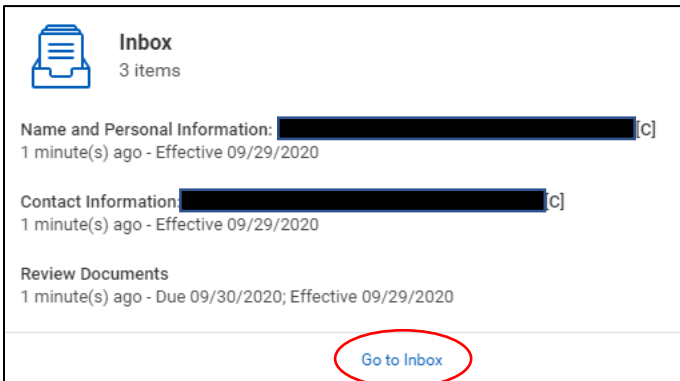
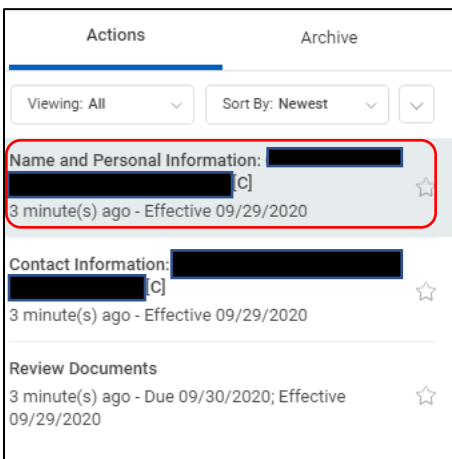|	
⚠ 1 Alert	A yellow alert can be bypassed by clicking "Submit" again
⊘ 1 Error and 1 Alert	A red alert CANNOT be bypassed. You MUST go back and complete the information.

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.

Inbox
3 items

Name and Personal Information: ████████████████ [C]
1 minute(s) ago - Effective 09/29/2020

Contact Information:████████████████ [C]
1 minute(s) ago - Effective 09/29/2020

Review Documents
1 minute(s) ago - Due 09/30/2020; Effective 09/29/2020

Go to Inbox

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.

Actions   Archive

Viewing: All   Sort By: Newest

Name and Personal Information: ████████
████████████ [C]
3 minute(s) ago - Effective 09/29/2020

Contact Information:████████████
████ [C]
3 minute(s) ago - Effective 09/29/2020

Review Documents
3 minute(s) ago - Due 09/30/2020; Effective
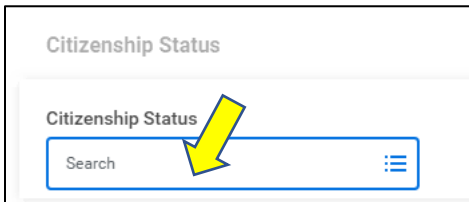09/29/2020

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.
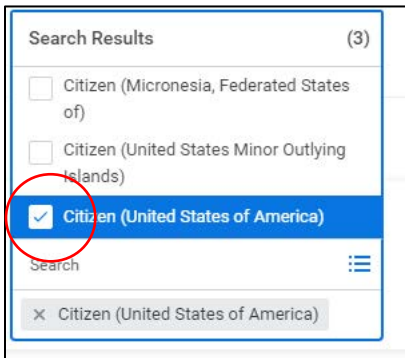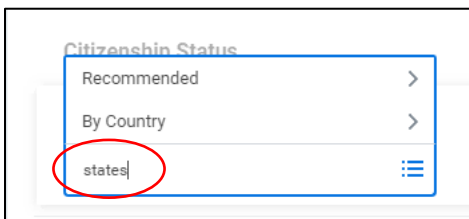
Click on any field to open it up for editing; enter the information and hit the "enter" key on the keyboard or click anywhere outside of that field when you're done.
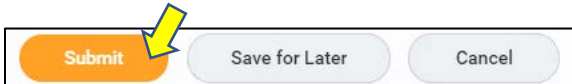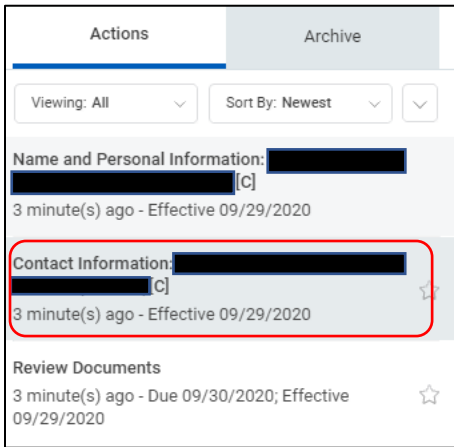
EXAMPLE:

The following fields are **REQUIRED**:

- Legal Name (as it appears on your ID)
- Gender
- Date of Birth (MM/DD/YYY)
- Country of Birth
- Region of Birth
- City of Birth
- Citizenship

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

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.

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:
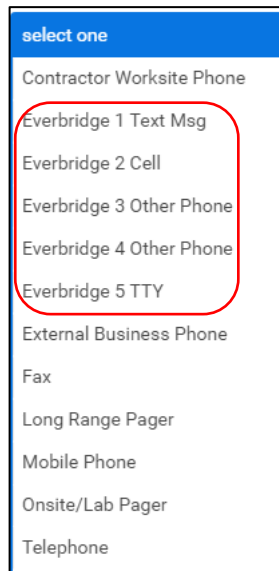
Click on both the "Submit" button, and the "Done" button on the next screen.
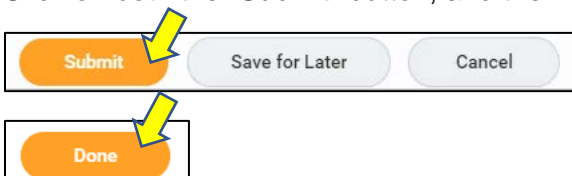
This will take you to your next inbox item step.

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.

Click on both the "Submit" button, and the "Done" button on the next screen.
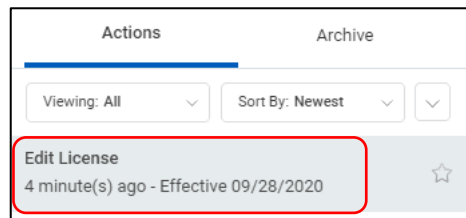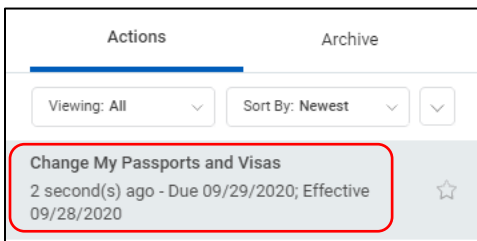
YOU ARE NOT DONE!

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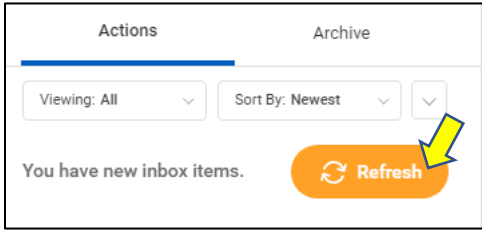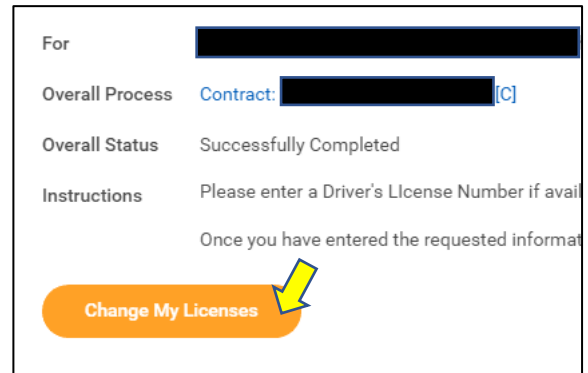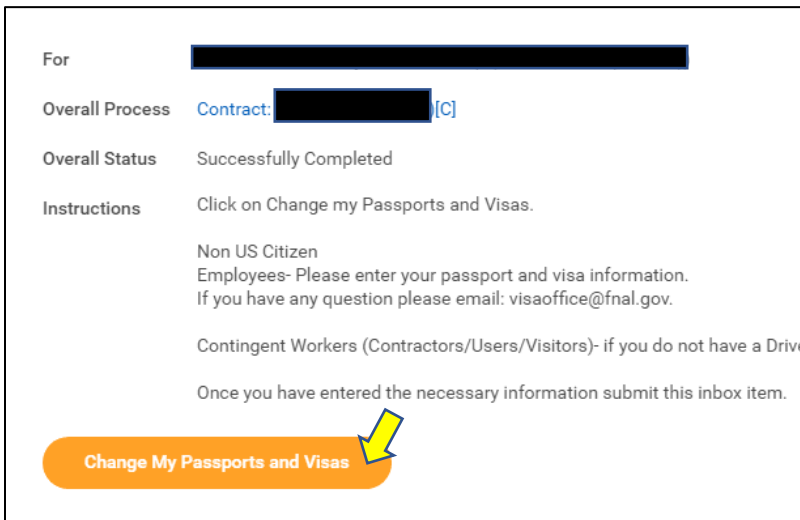

You now have a new inbox item.

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

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

This will take you back to your inbox.

Complete To Do
Edit License (Actions)
13 minute(s) ago - Effective 09/28/2020

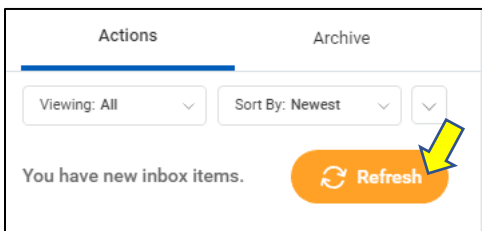|	
For	████████████████████
Overall Process	Contract: ███████████[C]
Overall Status	Successfully Completed
Instructions	Please enter a Driver's License Number if available. If not you must enter
	Once you have entered the requested information, Click Submit to Submit

Change My Licenses
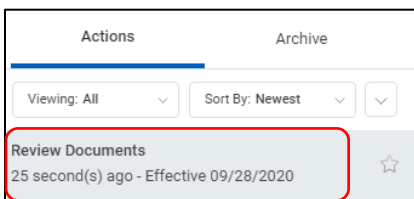
enter your comment

Submit   Save for Later   Close

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

Submit   Save for Later   Cancel

Done

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

Actions	Archive

Viewing: All   Sort By: Newest   ˅

You have new inbox items.   ↻ **Refresh**

You now have a new inbox item.

Actions	Archive

Viewing: All   Sort By: Newest   ˅

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

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.

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

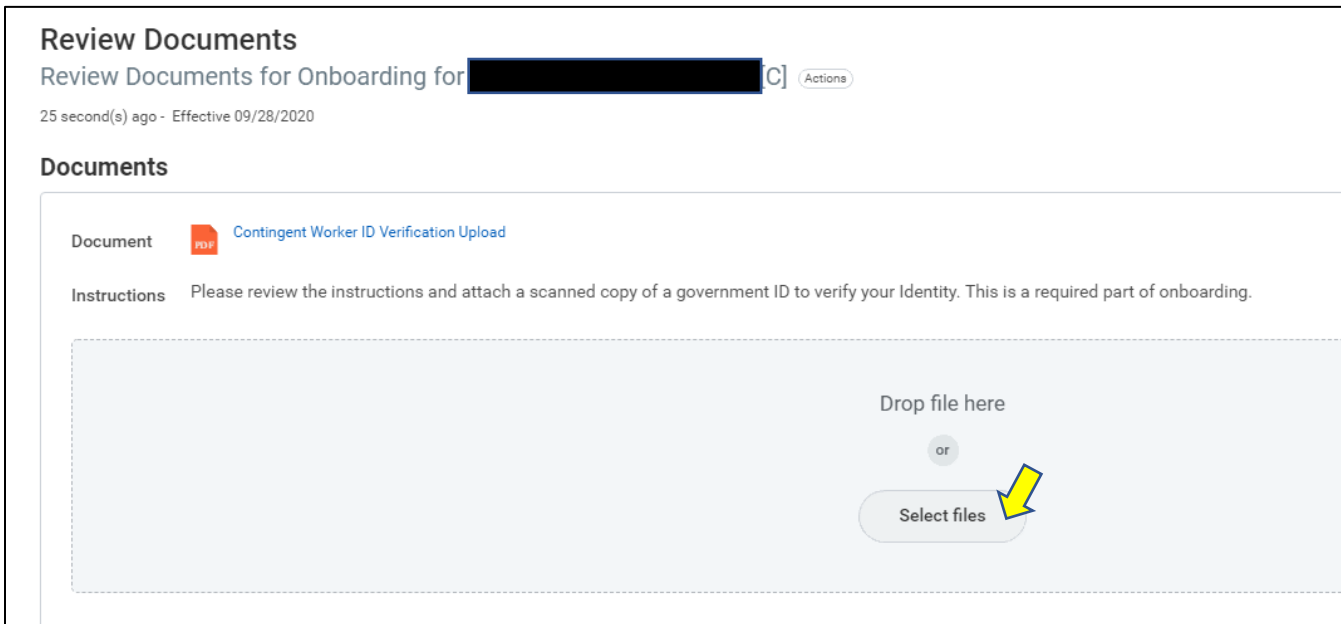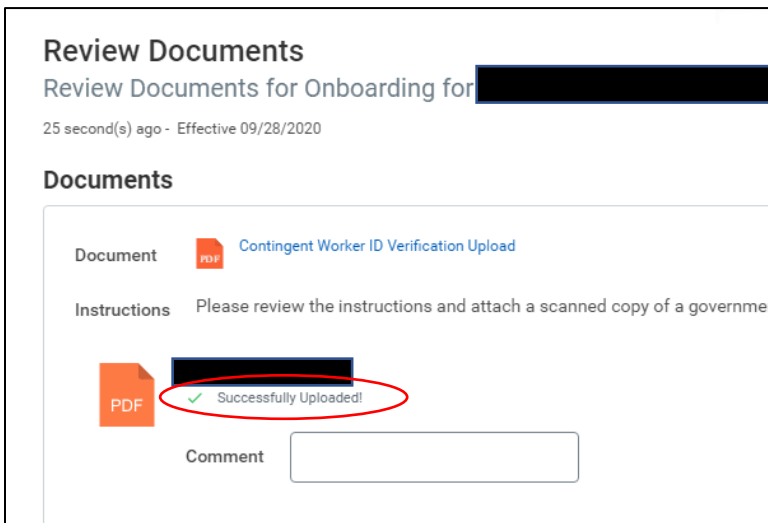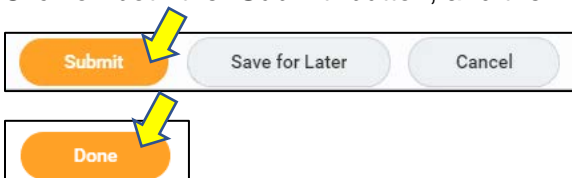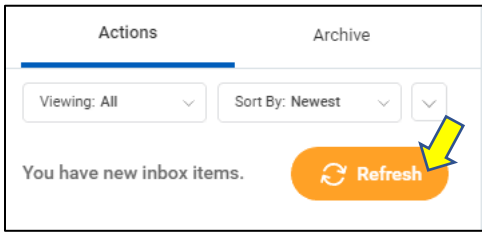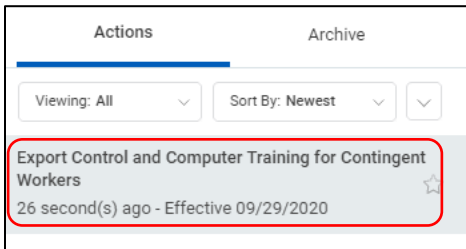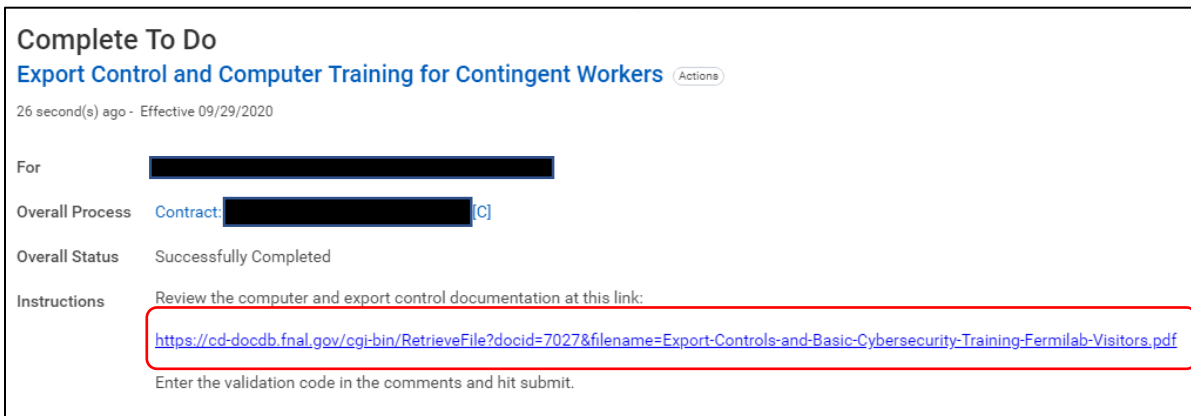You now have a new inbox item.

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 end.

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

Submit   Save for Later   Cancel

Done

This will take you to your next inbox item.

Actions   Archive

Viewing: All   Sort By: Newest

Education History
22 second(s) ago - Effective 09/30/2020

Click on the "Add Education" button.

Complete To Do
Education History (Actions)

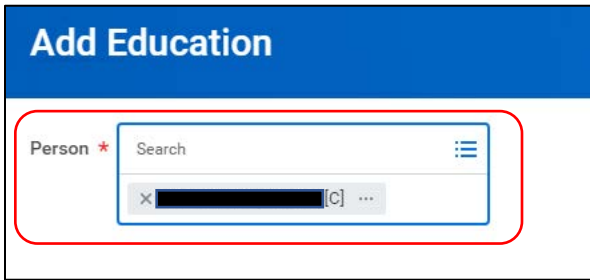22 second(s) ago - Effective 09/30/2020

For   Visitors (██████████████)

Overall Process   Contract: ████████████[C]

Overall Status   Successfully Completed

Instructions   Please input your education history.

Add Education

Enter your name in the "Person" field and click the "enter" button on your keyboard.
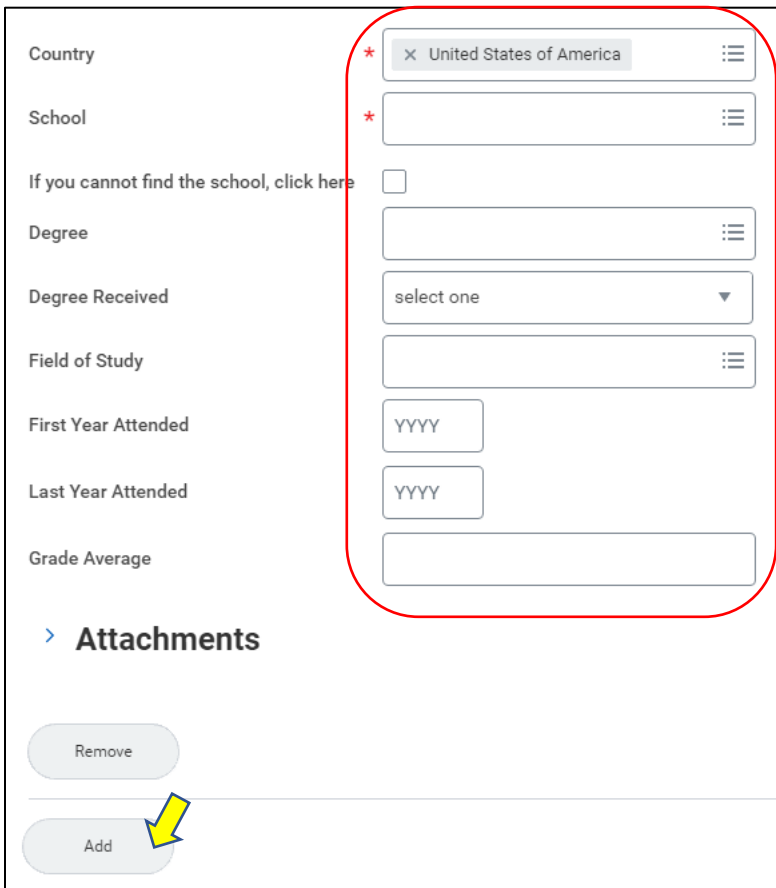
Click "OK"

Enter any pertinent information.

If you have more than one record to add, click the "Add" button at the bottom to add another record.

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

This will take you back to your inbox.

Complete To Do
Education History (Actions)
22 second(s) ago - Effective 09/30/2020

For	Visitors ███████████
Overall Process	Contract: ██████████ [C]
Overall Status	Successfully Completed
Instructions	Please input your education history.

Add Education

Click on both the "Submit" button, and 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 usersoffice@fnal.gov to make an appointment to verify your documents so that you can then get your ID badge.