

NEW USER ONBOARDING IN FERMIWORKS

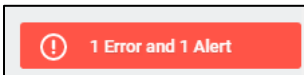
After you submit your access request and it is approved, you will be emailed the following information:

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/authgw/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.

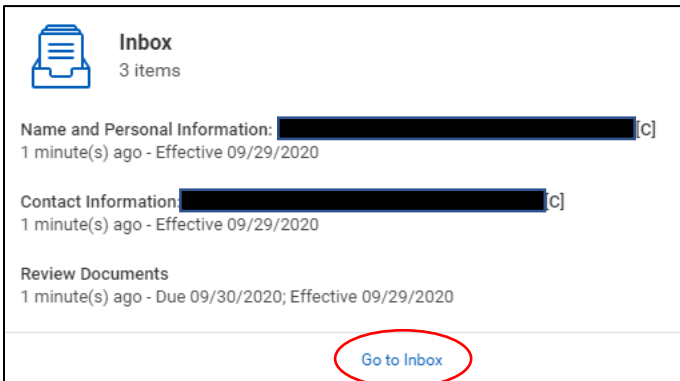


A yellow alert can be bypassed by clicking "Submit" again



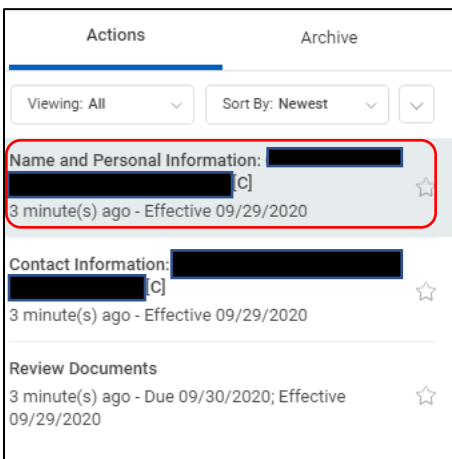
A red alert CANNOT be bypassed. You MUST go back and complete the information.

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.

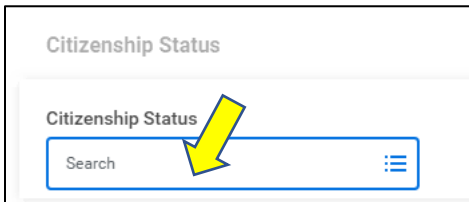


The right panel will show what needs to be completed for that step.

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

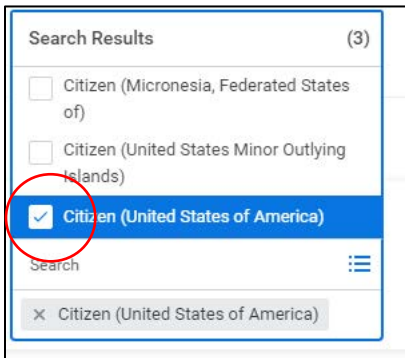
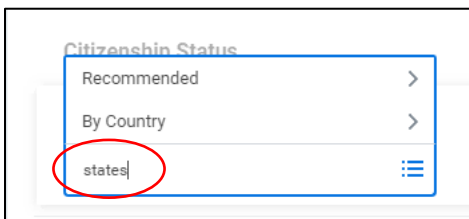
Click on any field to open it up for editing; enter the information and hit the “enter” key on the keyboard or click anywhere outside of that field when you’re done.

EXAMPLE:

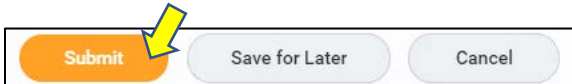


The following fields are **REQUIRED**:

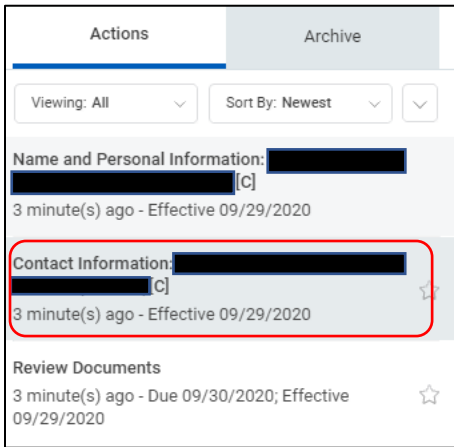
- Legal Name (as it appears on your ID)
- Gender
- Date of Birth (MM/DD/YYYY)
- Country of Birth
- Region of Birth
- City of Birth
- Citizenship



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



This should take you to your next inbox item.



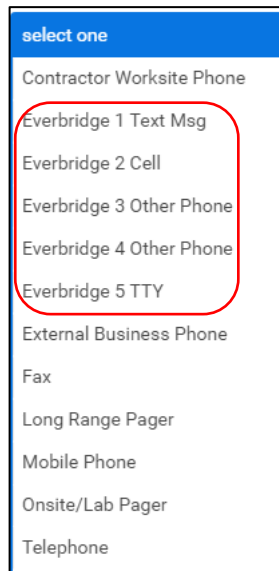
The information that needs to be filled in will be listed on this screen. Scroll down to get to all of the information fields.

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.

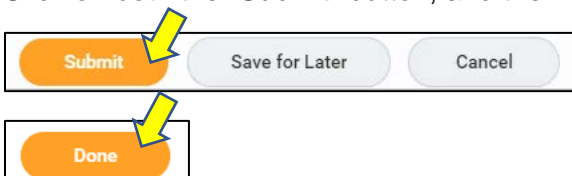
The 'Contact Information' form is titled 'Onboarding for [redacted] [C]' with an 'Actions' button. It shows a timestamp of '18 second(s) ago - Effective 09/28/2020'. The main instruction reads: 'Please enter your home information including home address and a phone number. REQUIRED INFORMATION FOR SITEWIDE 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, it says: 'To Add an Everbridge Emergency Warning System Number, click on Add under the Additional Phon 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 with a yellow arrow pointing to it) and 'Additional Address' (containing an 'Add' button); and 'Primary Phone' with a 'Phone' field containing '+16308403000 (Telephone)'. A red box highlights the 'Everbridge 1 Text Msg' option in the dropdown menu on the right.

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 email inbox with two tabs: 'Actions' and 'Archive'. The 'Actions' tab is selected. At the top, there are filters for 'Viewing: All' and 'Sort By: Newest'. The first two items are 'Name and Personal Information: Contractor - [REDACTED]' and 'Contact Information: Contractor - [REDACTED]', both dated '3 minute(s) ago - Effective 09/29/2020'. The third item, 'Review Documents', is highlighted with a red box and dated '3 minute(s) ago - Due 09/30/2020; Effective 09/29/2020'.

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. The title is 'Review Documents' and the subtitle is 'Review Documents for Onboarding for [REDACTED] [C]'. It is dated '1 hour(s) ago - Due 09/29/2020; Effective 09/28/2020'. Below the title, there is a note: 'Please review and acknowledge a series of Laboratory policies and agreements.' The 'Documents' section contains two entries. The first entry is 'Behavioral Expectations Form' with a PDF icon. Below it are 'Instructions' and a 'Signature Statement' that reads 'I acknowledge that I have reviewed the Behavioral Expectations Form.' The 'I Agree' checkbox is checked and circled in red. The second entry is 'Export Control Policy' with a PDF icon. Below it are 'Instructions' and a 'Signature Statement' that reads 'I acknowledge that I've read the Export Control policy.' The 'I Agree' checkbox is unchecked.

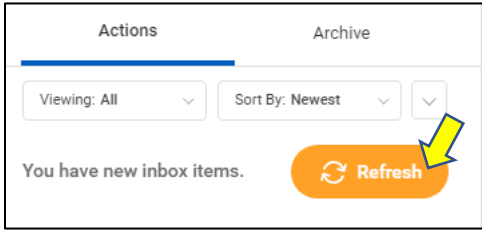
Click on both the “Submit” button, and the “Done” button on the next screen.

The screenshot shows a button bar with three buttons: 'Submit' (orange), 'Save for Later' (grey), and 'Cancel' (grey). A yellow arrow points to the 'Submit' button.

The screenshot shows a button bar with one button: 'Done' (orange). A yellow arrow points to the 'Done' button.

YOU ARE NOT DONE!

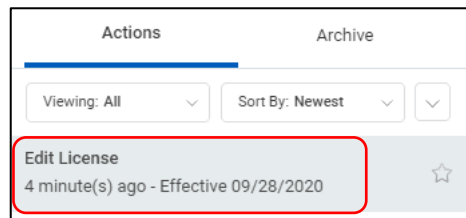
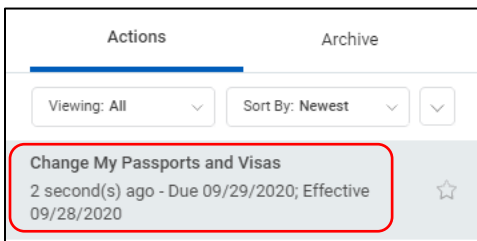
Click on the “Refresh” button on the left inbox panel.



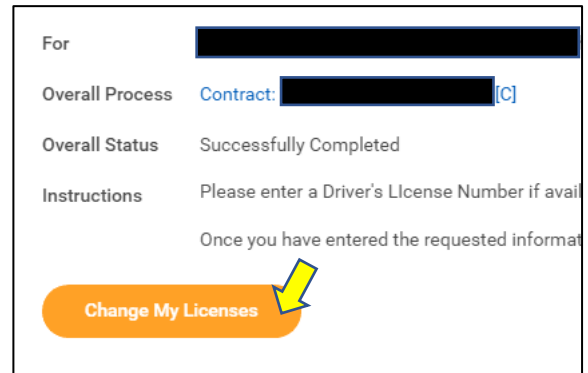
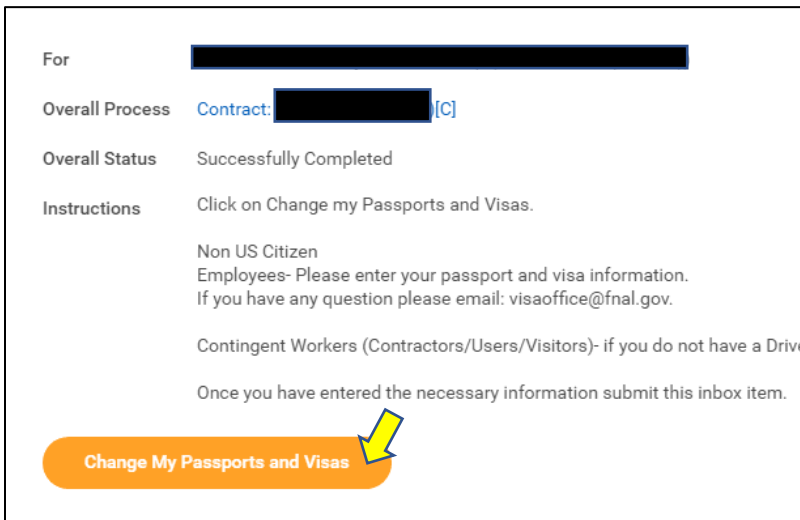
You now have a new inbox item.

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 [REDACTED]

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](#)

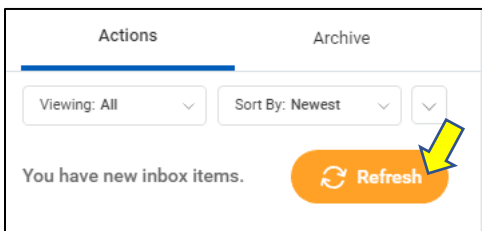
 enter your comment

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

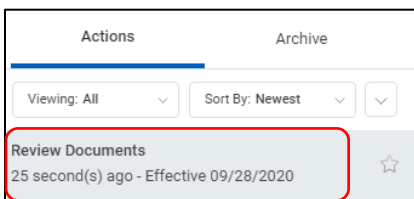
Click on both the "Submit" button, and the "Done" button on the next screen.



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

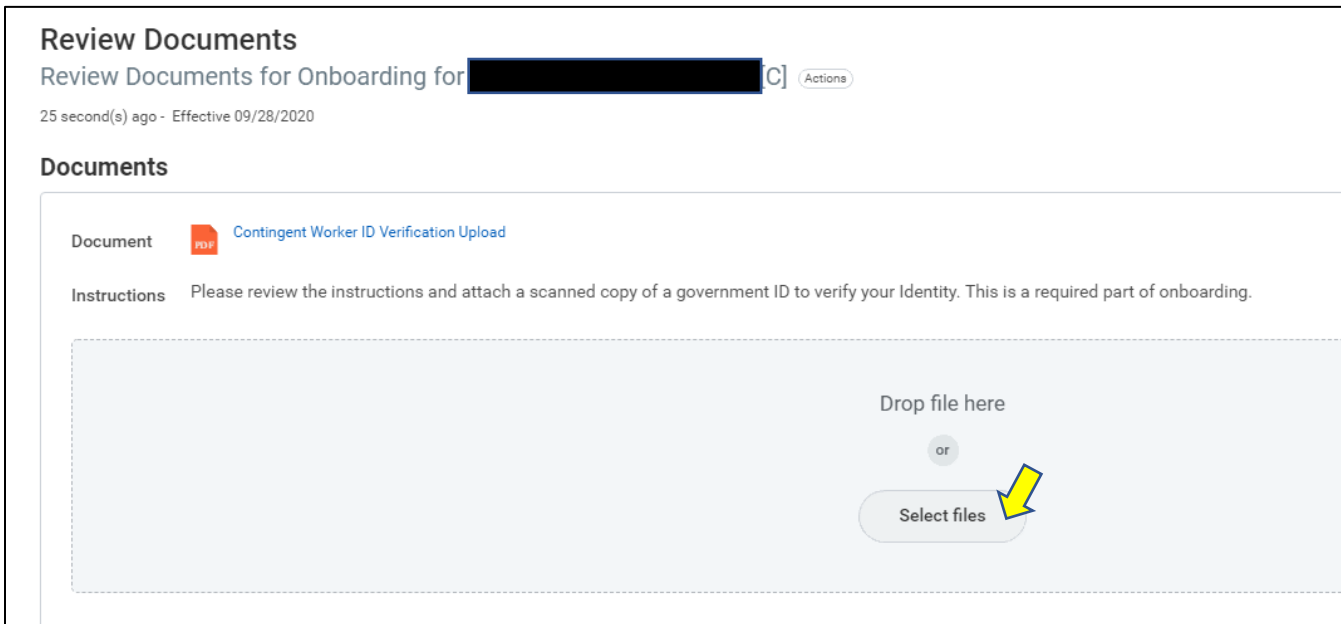


You now have a new inbox item.



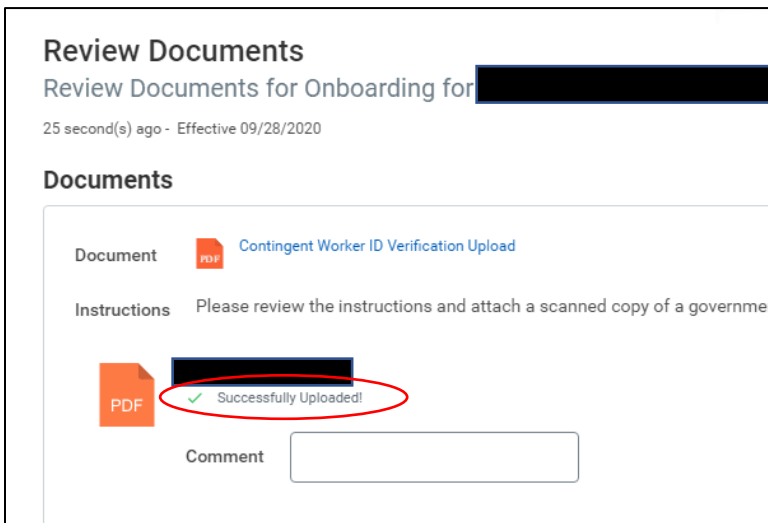
You will need to upload whatever document you entered in the previous step (or whatever document the Users Office instructed you to upload, if you did not have the required ID).

Click on “Select Files”

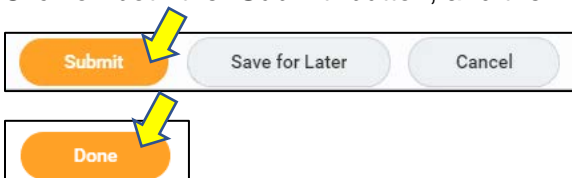


Select the file from your computer.

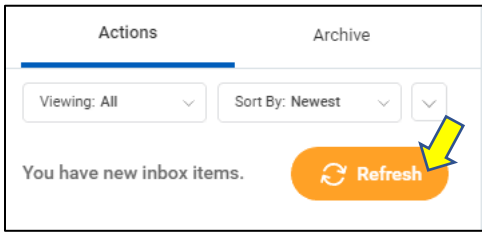
You will get a green checkmark with the message “Successfully Uploaded!” if you have done it correctly



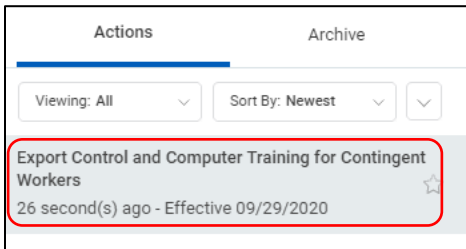
Click on both the “Submit” button, and the “Done” button on the next screen.



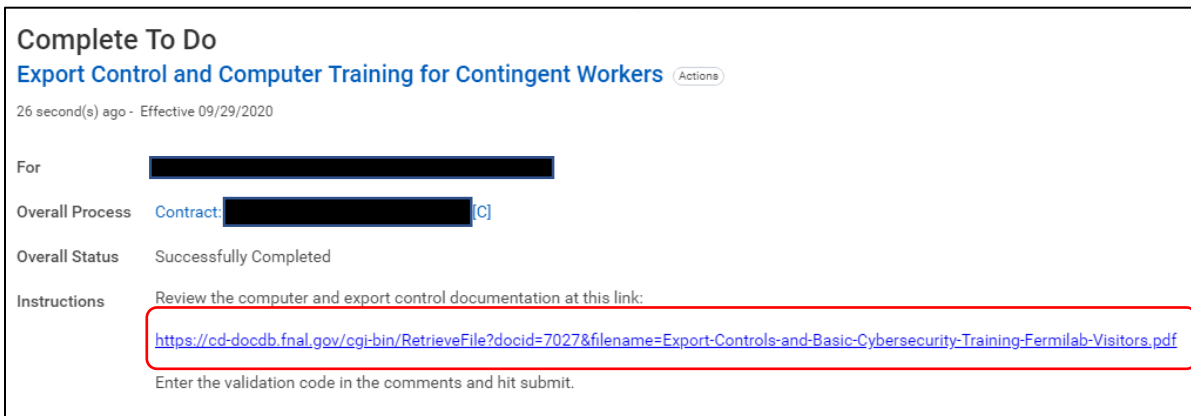
Click on the “Refresh” button on the left inbox panel.



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 [REDACTED]

Overall Process **Contract:** [REDACTED] [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.

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 [REDACTED]

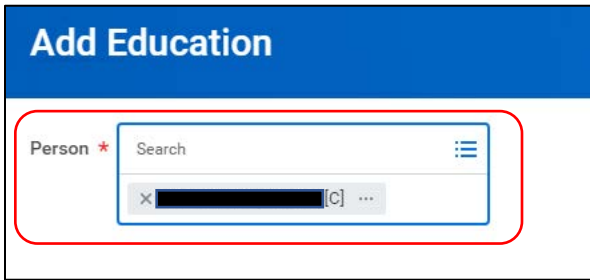
Overall Process **Contract:** [REDACTED] [C]

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.



The screenshot shows the top part of a form titled "Add Education". The "Person" field is highlighted with a red box. It contains a search bar with the text "Search" and a list icon. Below the search bar, there is a text input field with a redacted name and a clear button (X).

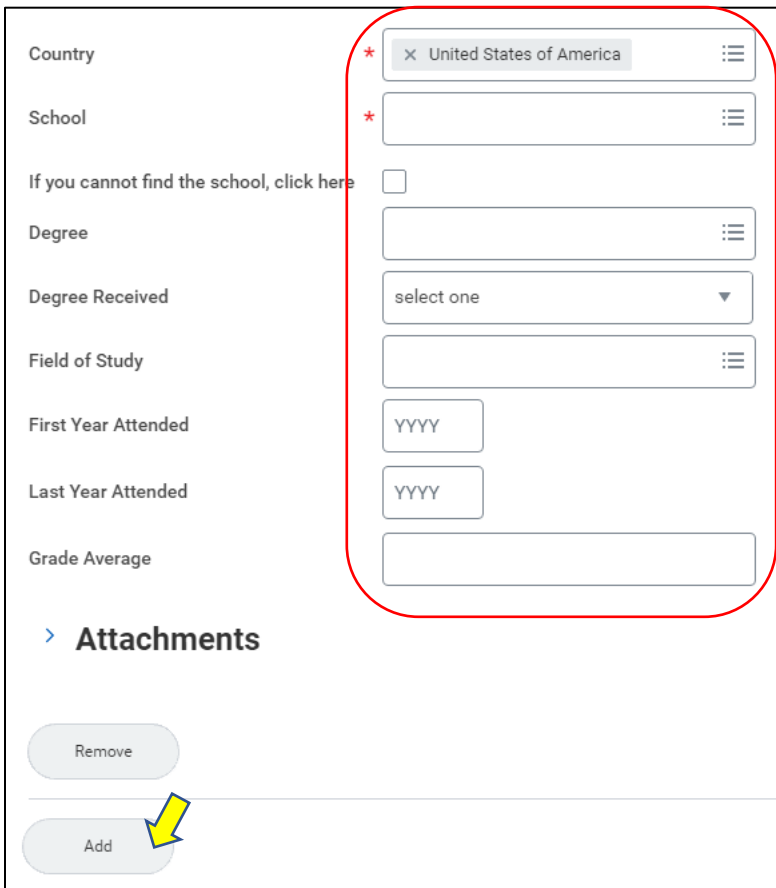
Click “OK”



The screenshot shows two buttons: "OK" (orange) and "Cancel" (grey). A yellow arrow points to the "OK" button.

Enter any pertinent information.

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



The screenshot shows the full "Add Education" form. The right side of the form is highlighted with a red box. The fields include: Country (with a dropdown menu showing "United States of America"), School (with a dropdown menu), a checkbox for "If you cannot find the school, click here", Degree (with a dropdown menu), Degree Received (with a dropdown menu showing "select one"), Field of Study (with a dropdown menu), First Year Attended (with a text input field showing "YYYY"), Last Year Attended (with a text input field showing "YYYY"), and Grade Average (with a text input field). Below the form is an "Attachments" section with a "Remove" button and an "Add" button. A yellow arrow points to the "Add" button.

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



The screenshot shows three buttons: "Submit" (orange), "Save for Later" (grey), and "Cancel" (grey). A yellow arrow points to the "Submit" button.



The screenshot shows a single button: "Done" (orange). A yellow arrow points to it.

This will take you back to your inbox.

Complete To Do

Education History Actions

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

For Visitors [REDACTED]

Overall Process Contract: [REDACTED] [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.