

RENEWING USER ONBOARDING IN FERMIWORKS

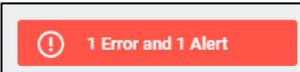
After you submit your access renewal and it is approved, you will be emailed the following information:

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.

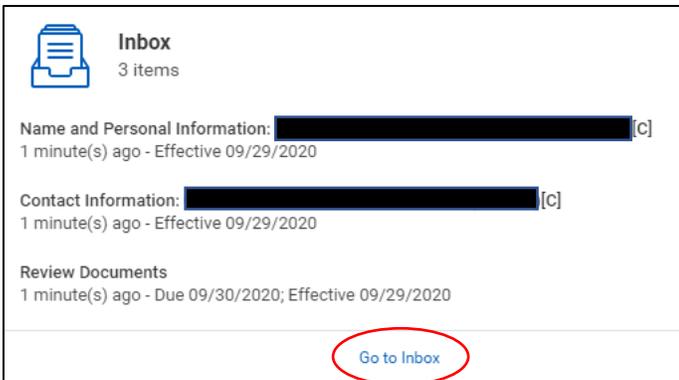


A yellow alert can be bypassed by clicking "Submit" again



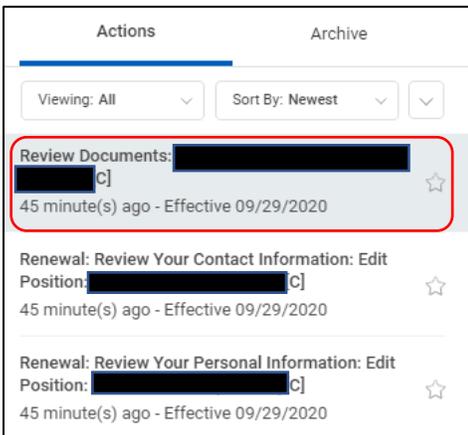
A red alert CANNOT be bypassed. You MUST go back and complete the information.

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.

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

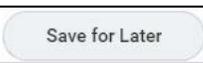
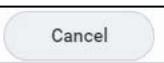
Please review and acknowledge a series of Laboratory policies and agreements.

Documents

Document	 Behavioral Expectations Form
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	 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	<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.

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

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

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

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 [REDACTED]
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 [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.

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

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

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

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.

[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 [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](#)

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:

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

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

ID Verification Upload: Contractor - [REDACTED] [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 [REDACTED]

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.

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 [REDACTED]

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

Passports 1 Item						
	*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

Visas 0 Items

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

The screenshot shows a form titled "Licenses 1 item". It has several columns: License ID Type, Class, Issued by Country / Issued by Country Region / Issued by Authority, Identification #, Issued Date, Expiration Date, and Verification Date. The "License ID Type" field contains "Driver's". The "Issued by Country Region" field is set to "Illinois". The "Identification #" field contains "G123-4567-8901". The "Issued Date" field contains "01/01/2020". The "Expiration Date" field contains "01/01/2024". The "Verification Date" field contains "09/28/2020".

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

The image shows two rows of buttons. The first row contains three buttons: "Submit" (orange), "Save for Later" (gray), and "Cancel" (gray). The second row contains one button: "Done" (orange). Yellow arrows point to the "Submit" button in the first row and the "Done" button in the second row.

This will take you back to your inbox.

The screenshot shows a "Complete To Do" screen. It has a title "Complete To Do" and a link "Edit License" with "Actions" next to it. Below the title, it says "13 minute(s) ago - Effective 09/28/2020". There are two fields: "For" with a redacted name and "Overall Process" with the value "Contract: [redacted]". The "Overall Status" is "Successfully Completed". The "Instructions" section says "Please enter a Driver's License Number if available. If not you must enter [redacted]. Once you have entered the requested information, Click Submit to Submit". At the bottom, there is an orange button labeled "Change My Licenses".

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

The image shows two rows of buttons. The first row contains three buttons: "Submit" (orange), "Save for Later" (gray), and "Cancel" (gray). The second row contains one button: "Done" (orange). Yellow arrows point to the "Submit" button in the first row and the "Done" button in the second row.

This will take you to your next inbox item.

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

Export Control and Computer Training for Contingent Workers: Edit Position: [REDACTED] [C] ☆
47 minute(s) ago - Effective 09/29/2020

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

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.

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



**Export Control Awareness and
Basic Cybersecurity Training for Fermilab Visitors**

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.

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 [REDACTED]

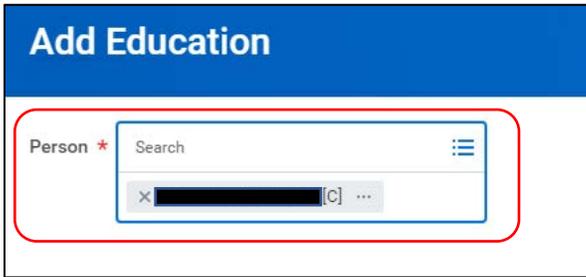
Overall Process **Contract:** [REDACTED] [C]

Overall Status Successfully Completed

Instructions Please input your education history.

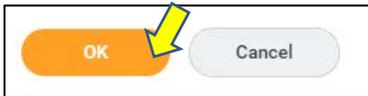
Add Education

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 "[C] ..." button.

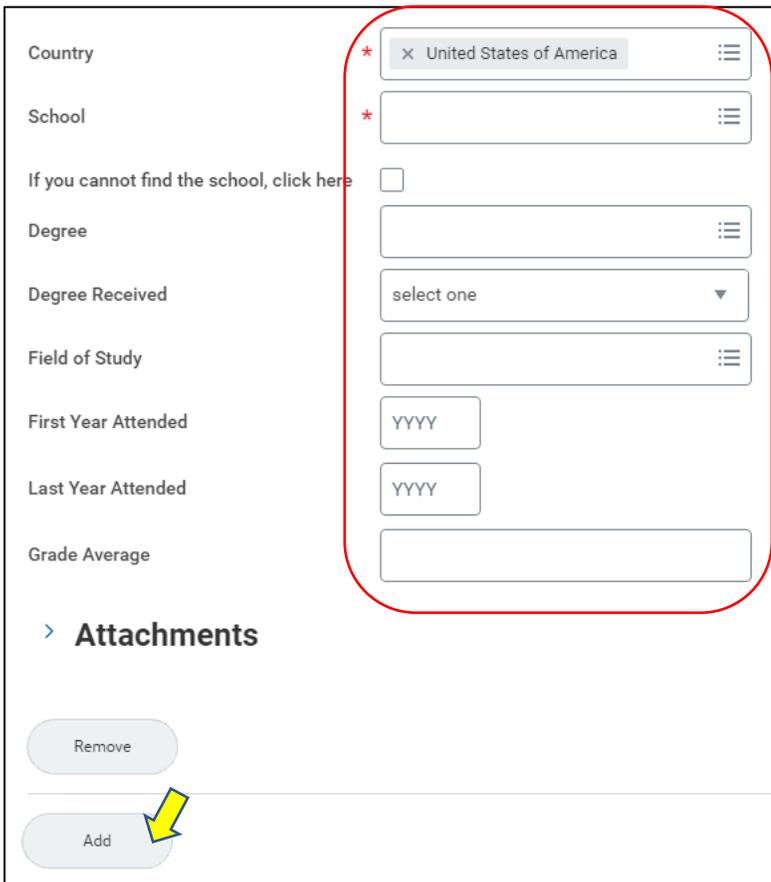
Click “OK”



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 "Add Education" form with various fields. A red box highlights the "Country" field (with "United States of America" selected), the "School" field, the "Degree" field, and the "Field of Study" field. Below these fields are "First Year Attended" and "Last Year Attended" (both with "YYYY" placeholders) and a "Grade Average" field. At the bottom, there 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.