Site access and badging reference guide

The following lists the fields in the access request form for users, sub-contractors, and authorized guests. The required fields may differ slightly from person to person depending on their specific situation, but the following covers most use cases.

The fields in red are those that the point of contact will likely need to provide to the contingent worker. We recommend ensuring you have this information BEFORE beginning the form, so you do not get stuck while filling out the form.

General guidance

- For users of the Accelerator Complex or CMS to be approved, they need to have an active agreement between their home institution and the lab. If there is not an active agreement, their request will be held until the agreement is in place. Further information can be found at https://get-connected.fnal.gov/users/agreements/
- For fields where a magnifying glass is available for lookup, click on the magnifying glass first, then search for the value to select for that field.
- Required fields will have red *
- To advance each page, click Next. In order to click Next, you must complete all required fields on the page.
- To go back to the previous page, click Previous. In order to click Previous, you must complete all required fields on the current page.
- The Fermilab point of contact, home institution point of contact, and emergency contact **cannot** be the same as each other or as the person requesting access.

If you have had Fermilab access before (computer and/or ID badge), you will need to select, 'Yes I have been here before' and provide one of the following:

- Your Fermilab ID #
- The email address you used on your last registration
- The phone number you used on your last registration

You will have the opportunity to change your email address and/or phone number on a later screen, if these have changed since you last registration. If you do not know any of these, please contact the Users Office for assistance at usersoffice@fnal.gov

User

Fields	Definitions/additional information
User's full name and email address	The email should be your individual email so you can directly receive instructions for next steps.
User's phone number	The phone number must have a valid country and area code. Country code for United States is '1'
OrcID	Unique identifier for contributors to experiment papers. • If you do not have one, you can leave it blank. • If you need to register for one, you can do so at https://orcid.org.

	• If you have one but do not remember it, you can look it up at https://orcid.org/signin.
Country of citizenship and birth	If not a U.S. citizen, select your Legal Permanent Resident status.
Point of contact name	A member of your experiment/division who can vouch for your identity and affiliation. They must be a registered member of Fermilab (i.e. active employee, user, etc.)
Fermilab experiment, project, division, or section affiliation	****POC may need to provide****
Professional class	Postdoc, scientist, etc.
Description of research assignment	
Select if receiving Per Diem, Lodging, Car Rental, Travel from Fermilab	
Select if you will need computing accounts	You must have a computing account if you are going to have an ID badge. If yes, select the dates you need an account. Cannot exceed one year.
Select if you will be onsite	If yes, select the dates you will be onsite. Cannot exceed one year.
Select if you will be at Fermilab continuously or intermittently	This will help with future on-site request. If you select intermittently, the same access request can be used for up to a year.
Fermilab location	Batavia, IL or Lead, SD
Primary work location	Fermilab building and floor ****POC may need to provide****
Select if you will need housing	This does not automatically register you for Housing. You will still need to contact housing@fnal.gov to make a reservation.
Home institution name and country and home institution point of contact, email and phone number	The phone number must have a valid country and area code. Country code for United States is '1' Your home institution POC CANNOT be yourself or the same as your Fermilab POC
Emergency contact name, relationship, email, and phone number	This is a personal contact that Fermilab will contact in case of emergency (e.g. the contractor's spouse, family member, or friend)
If you are a Non-U.S. citizen, enter your CV information	• All science and technology specialties that apply to your experience • All work positions, city, state/province, country, and dates with no unexplained gaps in time (from age 18) • All academic institutions attended, city, state/province, country, dates, and degree received (from age 18)

Sub-contractor

Fields	Definitions/additional information
Sub-contractor's full name and email address	The email must be your individual email so you can directly receive instructions for next steps.
Sub-contractor's phone number	The phone number must have a valid country and area code. Country code for United States is '1'
Country of citizenship and birth	If not a U.S. citizen, select your Legal Permanent Resident status
PO number	**POC may need to provide** The option for "No PO" can ONLY be used if there truly is no purchase order for your affiliation (e.g. Fermilab Natural Areas, Abri Credit Union, etc.)
Point of contact name	The person you will be reporting to once you are onsite They must be a registered member of Fermilab (i.e. active employee, user, contractor, etc.)
Fermilab experiment, project, division, or section affiliation	**POC may need to provide**
Select if you will need computing access	If yes, select the dates needed. Cannot exceed one year
Reason for visit	
Select if you will be onsite at Fermilab	If yes, select the dates you will be onsite. Cannot exceed one year.
If you will be onsite, select your primary work location	Select the Fermilab building and floor **POC may need to provide**
Company name and location. Company contact/manager name, company email, and company phone number	The phone number must have a valid country and area code. Country code for United States is '1'
Emergency contact name, relationship, email, and phone number	This is a personal contact that Fermilab will contact in case of emergency such as your spouse, family member, or friend

Guest

Fields	Definitions/additional information
Guest's full name and email address	The email must be your individual email so you can directly receive instructions for next steps.
Guest's phone number	The phone number must have a valid country and area code. Country code for United States is '1'
Country of citizenship and birth	If not a U.S. citizen, select your Legal Permanent Resident status
Point of contact name	The lab employee, user or subcontractor you are affiliated with (i.e. your family member) The Fermilab POC must be a registered member of Fermilab (i.e. active employee, user, contractor, etc.)
Reason for visit	Daycare, recreation, or housing
Dates you will need access	Cannot exceed one year
Emergency contact name, relationship, email, and phone number	This is a personal contact that Fermilab will contact in case of emergency such as your spouse, family member, or friend