



Useful Information for Users & Visitors

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IOTA/FAST Collaboration Meeting, Fermilab

Foreign Fermilab Visitors/Users

- If coming for a meeting, research or similar activities, contact your experiment spokesperson or department head. They will begin an internal process that results in the issuance of an invitation letter to you from Fermilab. If coming for a workshop, conference, school or other Fermilab event, the event organizers will issue an invitation letter to you. In either case, the invitation letter confirms the purpose and duration of the event or activity.
- Obtain a [letter from your home institution](#). The Visa Office *strongly* recommends that you do not apply for a B-1 visa without this;
- *If applying for a B-1 visa:* Apply for a B-1 visa at the U.S. consulate in your country of current residence, a country where you are visiting for business or other purposes, or your country of nationality. Please note that the visa application process can extend up to three or more months, depending on circumstances and the backlog of work at the particular consulate. *(If entering under the Visa Waiver Program, skip this step.)*

Additional information can be found here:

<https://get-connected.fnal.gov/visa/business-visits/>

On-site Access and Computing Accounts

- In order to obtain computing privileges or an ID badge, you must fill out one of the following forms:

YOUR REQUEST FORM MUST BE FILLED OUT A MINIMUM OF 2 WEEKS PRIOR TO YOUR ARRIVAL AT FERMILAB AND/OR THE EXPIRATION OF YOUR COMPUTER ACCOUNTS

1. [New request](#) – computing privileges and ID badge
 2. [Renewal request](#) – computing privileges and ID badge
 3. [On-site request form](#) – you have active computing accounts but need an ID badge (you will need to log in using your services ID and password in order to fill out this form)
- **ID badges are limited to 1 year max.**
 - If you are staying in our onsite housing, you are ***required*** to have an ID badge.

Further information can be found here:

<https://get-connected.fnal.gov/users/accounts/>

Training Requirements for On-site Access

- In order to complete the required training classes, you will first need to have active Fermilab computing accounts. If you do not have an account(s) or your account(s) have expired, please complete the appropriate [On-site Access and Computer Accounts](#) request form.

You will need to complete the following training online **PRIOR** to your arrival on site.

- **ESHQ New User / Employee Orientation** can be completed by going to the following page and viewing all of the videos and handouts under the “Reference Material”:
http://www-esh.fnal.gov/pls/default/schedule.show_course_details?cid=344
- **Sexual Harassment Awareness and Prevention Training** can be completed by viewing the following PowerPoint slide presentation:
<http://esh-docdb.fnal.gov/cgi-bin/RetrieveFile?docid=3213>
- **Workplace Violence and Active Shooter/Active Threat Awareness Training** can be completed by watching the following video:
http://www-esh.fnal.gov/ESH&Q_Lectora/FN000508-CR-01_Active_Shooter/index.html

Further information can be found here:

<https://get-connected.fnal.gov/users/accounts/training/>