

<https://get-connected.fnal.gov/accessandbadging/instructions/>

Access website with some notes for “Vamos a Fermilab” students in red.

Access Request Form Instructions:

Before you begin:

You will need the following information to complete your Access Request form.

Onsite Access (ID Badge) with or without computer access

- Your own valid email address. You cannot use a shared email address or you will be unable to complete this process
- The location you will be working. Please check with you Fermilab point of contact (**your Fermilab Mentor**) if you are unsure
- The name, email address, and phone number of your Fermilab point of contact (**your Fermilab Mentor**)
- Your Purchase Order (PO) number (**Contractors only**) Please check with your point of contact for this information: (**ignore this**)

Notes About Onsite Access

- Up to one year of access can be requested — (**you will be requesting 6 month access**)
- If you are planning to come onsite at all during your requested access, select the onsite option on the Access Request form (**onsite needed for you**)
- You are required to present a valid REAL ID in order to come onsite (**many driving licences are NOT real ID**)

**Notes for onsite foreign nationals...*

If you are on a short-term visa (i.e. B-1, VWB, etc.) and will need a long-term badge, you can put the full date range that you need an ID badge for and then we can issue multiple badges (if needed) within that timeframe without needing you to re-submit a ticket/form.

Start the process only after the exchange with your mentor, get:

- **contact information**
- **work location**
- **short work description**

Access Request, Onboarding and Training Instructions

Access Request

Onboarding

Training

Appointment

Access Request Form Instructions:

Before you begin:

You will need the following information to complete your Access Request form.

Onsite Access (ID Badge) with or without computer access

- o Your own valid email address. You cannot use a shared email address or you will be unable to complete this process
- o The location you will be working. Please check with your Fermilab point of contact if you are unsure
- o The name, email address, and phone number of your Fermilab point of contact
- o Your Purchase Order (PO) number (**Contractors only**) Please check with your point of contact for this information

Notes About Onsite Access

- Up to one year of access can be requested
- If you are planning to come onsite at all during your requested access, select the onsite option on the Access Request form
- You are required to present a valid REAL ID in order to come onsite

*Notes for onsite foreign nationals...

If you are on a short-term visa (i.e. B-1, VWB, etc.) and will need a long-term badge, you can put the full date range that you need an ID badge for and then we can issue multiple badges (if needed) within that timeframe without needing you to re-submit a ticket/form.

Remote Access (ONLY computer accounts)

- Your own valid email address. You cannot use a shared email address or you will be unable to complete this process
- The name, email address, and phone number of your Fermilab point of contact
- Your Purchase Order (PO) number (**Contractors only**) Please check with your point of contact for this information

Once you have gathered this information, fill out an access request form:

- [New or Renewing Onsite Access Request Form](#) ←
- [Onsite Only Access Request form](#) (for Affiliates, Users and Contractors who **already have computing access** – requires services account login) [Read more](#)

Here is a [reference guide](#) and [video demonstration](#). Skip to 6 minutes and 55 seconds.

Please begin this process a **minimum of 4 weeks** before access is needed

Quick Links

[Contact Campus Access](#)

[Access Request Form](#)

[Onsite Only Access Request Form](#)

[Video Demonstration](#)

[Reference Guide](#)

[Business Visitors](#)

[Access Steps Quick View](#)

[Visa Office](#)

[Covid Vaccine & Testing Plan](#)

[How to Report Concerns or Violations](#)

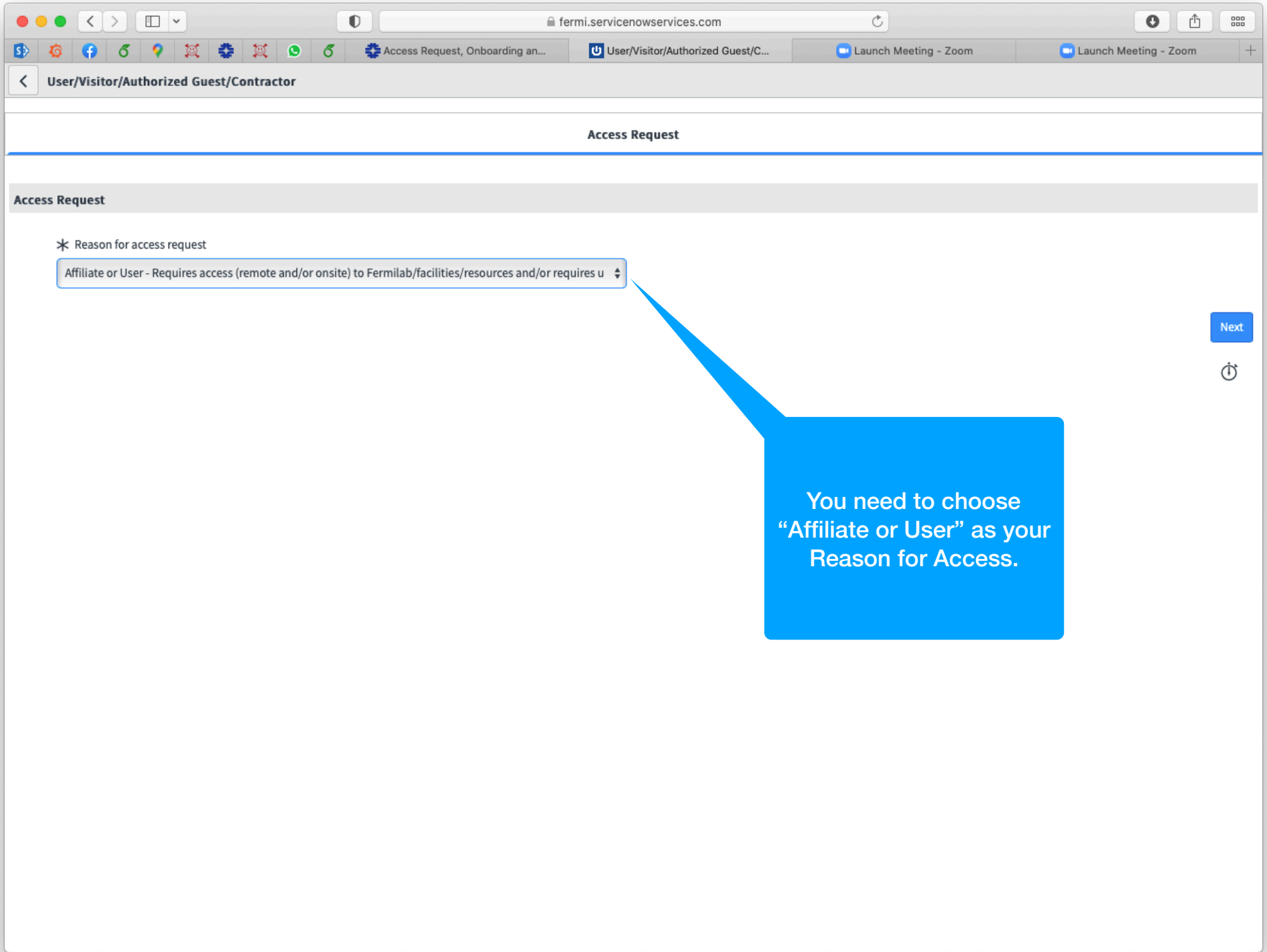
[FAQ](#)

[Contact Us](#)

REAL ID at Fermilab

Please note that beginning July 1, 2021 personnel requesting access to non-public areas of the Batavia and South Dakota sites must submit a REAL ID-compliant document as part of the badging process. Additional information regarding REAL ID can be found [here](#).

Click here to start once you have all the information.



Access Request

Access Request

* Reason for access request

Affiliate or User - Requires access (remote and/or onsite) to Fermilab/facilities/resources and/or requires u

Next



You need to choose "Affiliate or User" as your Reason for Access.

fermi.servicenowservices.com

User/Visitor/Authorized Guest/Contractor

Access Request ✓ Previous Account ✓ Personal Information

Personal Information

Please provide your information.

* First name
juan

* Middle Initial
NMI

* Last name
Estrada

IMPORTANT: Please verify your email address is correct. All account communication will be sent to this address.

* Primary email address
juancruzestrada@gmail.com

* Confirm primary email address
juancruzestrada@gmail.com

Please enter your phone number along with the country and area codes.

* Country code
1

* Area code
630

* Phone number

Your ORCID
▼ More information
(If you don't remember it, <https://orcid.org/signin>)
XXXXX-XXXXX-XXXXX-XXXXX

* Countries of citizenship. Please select all that apply. Click on the magnifying glass to search through the list of countries.
United States of A
Click Magnifying Glass

* Country of birth
United States of America

Previous Next

pretty standard stuff here

you do not need this

fermi.servicenowservices.com

User/Visitor/Authorized Guest/Contractor

Access Request ✓ Previous Account ✓ Personal Information ✓ **User Affiliation**

User Affiliation

* Point of contact : Your Fermilab contact is a member of your experiment/division who can vouch for your identity and

Minerba Betancourt Vega

* What is your Fermilab Experiment, Project, Division, or Section affiliation? If you are unsure, ask your Fermilab contact.

INTERNSHIP - Vamos a Fermilab

* Professional Class

Visiting Student - University - Non-Thesis

* Please briefly describe the research and/or technology you will be working on at Fermilab.

Work with Dr. Betancourt in understanding the fundamental forces of the Universe.

Are you receiving any of the following from Fermilab? (Check all that apply)

- Per diem
- Lodging
- Car rental
- Travel
- None

When will you need access to Fermilab's computing systems?

▼ More information

Enter the start and end dates of when you will need a computing account or remote access. The dates cannot exceed one year.

* From

* To

your mentor

chose this program as your affiliation

you are a student

ask your mentor for this text

continues in next slide

fermi.servicenowservices.com

Travel
 None

When will you need access to Fermilab's computing systems?
▼ More information
Enter the start and end dates of when you will need a computing account or remote access. The dates cannot exceed one year.

* From
2022-06-01

* To
2022-12-01

* Will you be coming onsite to Fermilab?
Yes

When do you need physical access to the Fermilab site?
▼ More information
Enter the start and end dates of when you will need to be onsite at Fermilab, which will require you to obtain a physical ID badge. The dates cannot exceed one year.

* From
2022-06-01

* To
2022-12-01

* Will you be working at the Fermilab site continuously or intermittently?
Intermittently - I will be going back and forth between the Fermilab site and other institutions.

* What Fermilab business site will you be located at?
Batavia, Illinois

* What will your primary work location be?
WH 10W

* Will you be requesting Fermilab housing?
No

Previous Next

🔄

access from June to December (unless your mentor wants different)

YES!

access from June to December (unless your mentor wants different)

not every day!

ask mentor about location

Access Request ✓

Previous Account ✓

Personal Information ✓

User Affiliation ✓

Home Institution

Home Institution

* Home institution

▶ More information

University of Illinois Chicago



Please validate/fill in the complete home institution address

* Country

United States of America

* State

Illinois

* Address line 1

Administrative Office Building (AOB) MC 672

Address line 2

1737 West Polk Street

* City

Chicago

* Postal code

60612

Institution point of contact

* Your Institution point of contact first name : It cannot be yourself

▼ More information

Your institution point of contact is your advisor or your supervisor at your institution.



* Institution point of contact last name

For some the home institution will be on the list.

fermi.servicenowservices.com

Access Request, Onboarding and... User/Visitor/Authorized Guest/Co... Launch Meeting - Zoom Launch Meeting - Zoom

* Address line 1
Administrative Office Building (AOB) MC 672

Address line 2
1737 West Polk Street

* City
Chicago

* Postal code
60612

Institution point of contact

* Your Institution point of contact first name : It cannot be yourself
▼ More information
Your institution point of contact is your advisor or your supervisor at your institution.
Cecilia

* Institution point of contact last name
Gerber

* Institution point of contact email
gerber@uic.edu

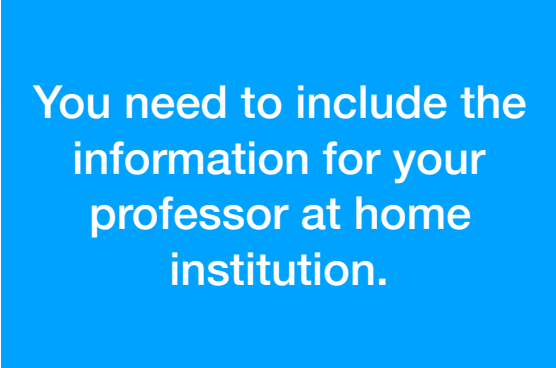
Please enter your institution point of contact's phone number along with the country and area codes.

* Country code
1

* Area code
630

* Phone number
8402153

Previous Next



fermi.servicenowservices.com

User/Visitor/Authorized Guest/Contractor

Access Request ✓ Previous Account ✓ Personal Information ✓ User Affiliation ✓ Home Institution

Home Institution

* Home institution
▶ More information

Other

If your institution is not listed above, enter your institution name here.

dominican university

Please validate/fill in the complete home institution address

* Country
United States of America

* State
Illinois

* Address line 1
dominican 01

Address line 2

* City
dominican city

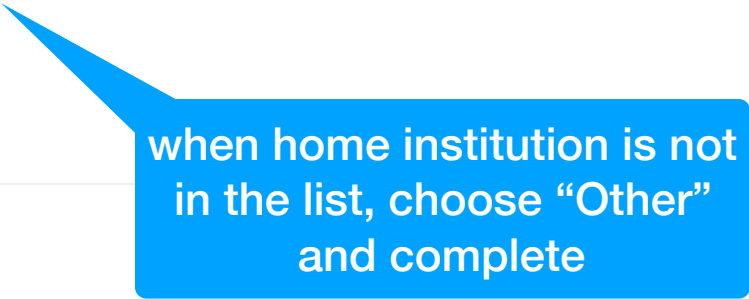
* Postal code
60100

Institution point of contact

* Your Institution point of contact first name : It cannot be yourself
▼ More information

Your institution point of contact is your advisor or your supervisor at your institution.

dominican



when home institution is not in the list, choose "Other" and complete

Responses

Summary of your responses

Access request for: Affiliate or User - Requires access (remote and/or onsite) to Fermilab/facilities/resources and/or requires unescorted/after-hours access
Have you had a Fermilab computing account or badge before: No
First name: juan
Middle initial: NMI
Last name: Estrada
Email address: juancruzestrada@gmail.com
Phone: +1 630-840-2153
Country of birth: United States of America
Countries of citizenship: United States of America
Point of contact: Minerba Betancourt Vega
What is your Fermilab Experiment, Project, Division, or Section affiliation?: INTERNSHIP - Vamos a Fermilab
Please briefly describe your research/assignment at Fermilab: Work with Dr. Betancourt in understanding the fundamental forces of the Universe.
Professional class: Visiting Student - University - Non-Thesis
Per diem: true
Lodging: false
Car Rental: false
Travel: true
None: false
Computing system access from: 2022-06-01
Computing system access to: 2022-12-01
Will you be coming onsite to Fermilab?: Yes
When will you arrive at the Fermilab site?: 2022-06-01
When will you leave the Fermilab site?: 2022-12-01
Will you be working at the Fermilab site continuously or interm... site and other institutions.

“Vamos a Fermilab” is NOT for robots.

Please enter any additional relevant information here

By requesting a Fermilab ID or computing account, you are agreeing to abide by the rules and expectations listed in the policies and acknowledging that your information could be shared with the U.S. Department of Energy (DOE).

In order to combat SPAM, we need to verify that you are not a program.

Please click on the "I'm not a robot" checkbox. You may need to complete a reCAPTCHA challenge.

I'm not a robot reCAPTCHA Privacy Terms

Previous

Submit

