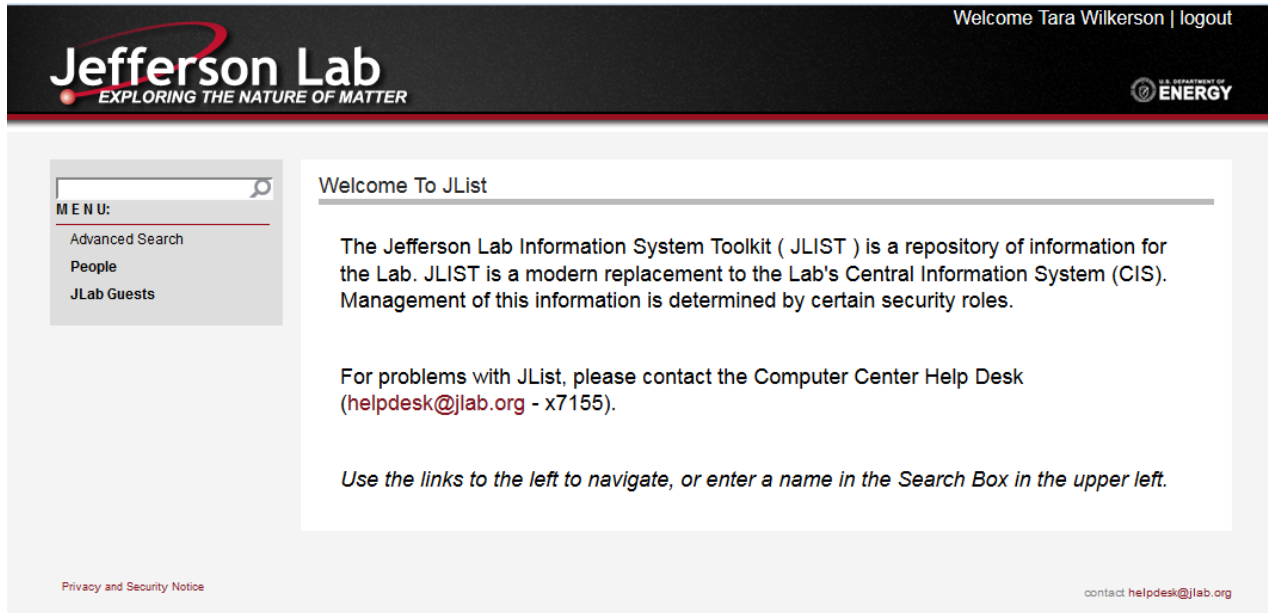


Checking the status of a Registration form:

1. Log into JList
2. Click JLab Guests



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Welcome To JList

The Jefferson Lab Information System Toolkit (JLIST) is a repository of information for the Lab. JLIST is a modern replacement to the Lab's Central Information System (CIS). Management of this information is determined by certain security roles.

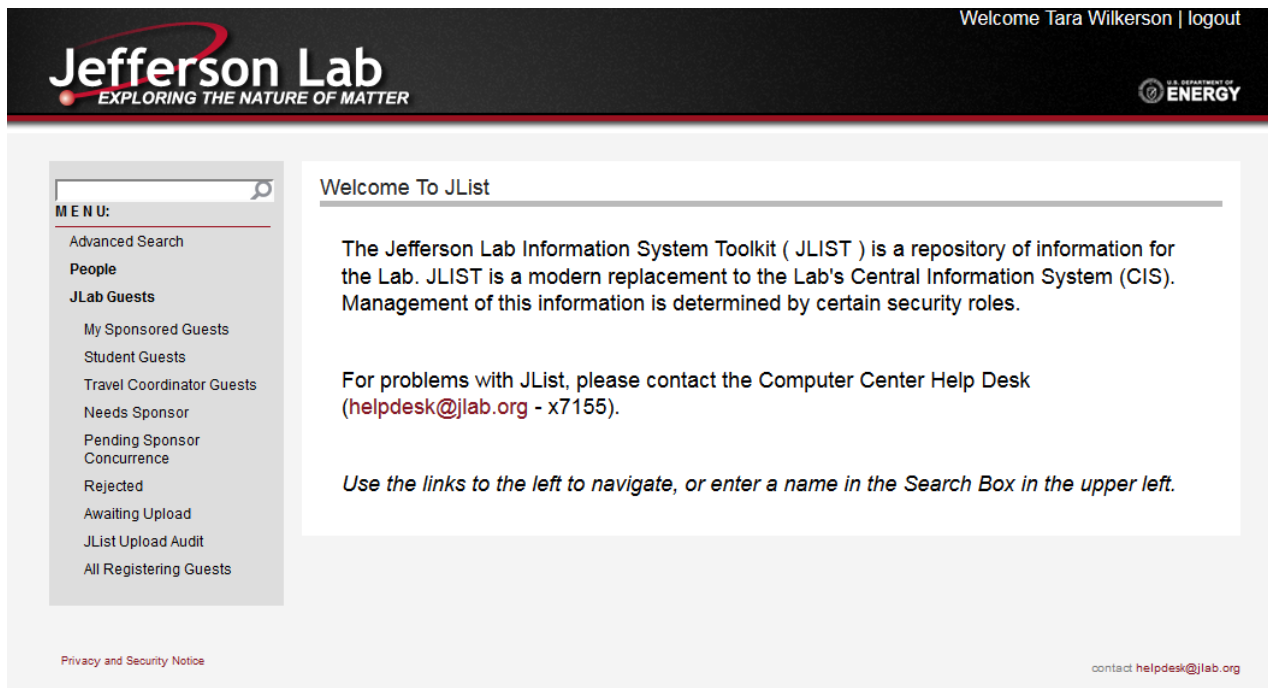
For problems with JList, please contact the Computer Center Help Desk (helpdesk@jlab.org - x7155).

Use the links to the left to navigate, or enter a name in the Search Box in the upper left.

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contact helpdesk@jlab.org

3. Click 'Travel Coordinator Guests'



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 - Travel Coordinator Guests
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 - Pending Sponsor
 - Concurrence
 - Rejected
 - Awaiting Upload
 - JList Upload Audit
 - All Registering Guests

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- This will show you the status of all guests assigned to you that have completed the Access Portal information



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Registering Guests

Show entries
Filter By:


Name (Last, First)	Type	Citizenship	Visit Start	Registration Date	Registration Status
Annand, John	USER - ACTIVE	United Kingdom	07/13/2015	07/08/2015	Sponsor Processing
Black, Paulo	USER - GRADUATE	USA	07/06/2015	06/30/2015	Guest Processing
Buschmann, Uwe	VISITOR	GERMANY	06/01/2015	06/02/2015	Guest Processing
Chapman, Sharon	TEACHER	USA	07/27/2015	07/08/2015	Sponsor Processing
Dionne, Bruce	CONTRACT STAFF	USA	07/06/2015	07/03/2015	Requires Sponsor
Donaldson, Susan	ARC COMMERCIAL	USA	06/11/2015	06/23/2015	Guest Processing
Gendreau, Matthew	HIGH SCHOOL STUDENT	USA	07/06/2015	07/07/2015	Sponsor Processing
Glazek, Stan	USER - ACTIVE	Poland	09/08/2015	06/30/2015	Sponsor Processing
Glenzinski, Douglas	VISITOR	USA	09/24/2015	07/02/2015	Awaiting Upload!
JONES-COOPER, JENNIFER	TEACHER	USA	07/27/2015	07/07/2015	Sponsor Processing

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Registering Guests

Show entries
Filter By:

Name (Last, First)	Type	Citizenship	Visit Start	Registration Date	Registration Status
Krafft, Athena	HIGH SCHOOL STUDENT	USA	06/22/2015	06/08/2015	Outstanding Forms
Maas, Frank	VISITOR	GERMANY	07/06/2015	06/18/2015	Guest Processing
Meng, Ling-Jian	VISITOR	CHINA	07/20/2015	07/06/2015	Outstanding Forms
Niculescu, Gabriel	USER - ACTIVE	Romania	07/14/2015	07/08/2015	Sponsor Processing
Pauk, Vladislav	CONTRACT STAFF	HUNGARY	09/01/2015	07/06/2015	Guest Processing
Radue, Elizabeth	ARC COMMERCIAL	USA	06/01/2015	05/27/2015	Guest Processing
Rich Bren, Renita	TEACHER	USA	07/27/2015	07/02/2015	Guest Processing
Rodriguez, Paul	CONTRACT STAFF	USA	05/19/2015	06/23/2015	Sponsor Processing
Thomas, Donovan	ARC COMMERCIAL	USA	06/02/2015	06/02/2015	Sponsor Processing
VAN OERS, WILLEM	USER - ACTIVE	The Netherlands	08/18/2015	06/30/2015	Sponsor Processing

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Registration Status Definitions:

Sponsor Processing: Waiting on sponsor to approve Registration form

Guest Processing: The person has not completed the registration form. They will need to go back to their dashboard to complete the registration form

Requires Sponsor: Registration form needs to be sent to sponsor (see Send Registration tab in this binder)

Awaiting Upload: Registration is ready to be uploaded to JList (see Upload Registration tab in this binder)

Outstanding Forms: Registration is completed, however, additional required forms are not complete. They will need to go back to their dashboard to complete the required forms