

## Requirements and Registration Guidelines for Undergraduate Students

(updated February 7, 2017)

Any student needing access to a Jefferson Lab computer account, Jefferson Lab buildings or the accelerator site will need to complete the online registration (<https://misportal.jlab.org/jlabAccess/>). In addition, any student requiring building access will also need to obtain a Jefferson Lab identification badge.

Please follow the steps below to begin the badging process.

- 1) Complete the online registration (<https://misportal.jlab.org/jlabAccess/>).
- 2) Complete the online General Safety and Security Training courses. You will need to go to [http://www.jlab.org/div\\_dept/train/webbasedtraining.html](http://www.jlab.org/div_dept/train/webbasedtraining.html) and take courses SAF100 and GEN034U.
- 3) If you will be working on the accelerator site you will need either SAF800 or SAF801. SAF 800 is the basic radiation training that will allow you to pass through the gate to the accelerator site. SAF 801 is what you need for the first part of Radiation Worker Training. (Your sponsor will let you know which of these you need.)
- 4) The final piece is to attend the Lab's Student Safety Training (SAF099). You must email Steve Gagnon ([gagnon@jlab.org](mailto:gagnon@jlab.org)) at least 5 days before your arrival date to schedule this training. This training MUST be done in person and includes an exam.

You will NOT receive your badge until you attend the Student Safety Training and complete SAF 100 and GEN 034.

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### **To get a JLab computer account:**

- 1) Complete the online registration: <https://misportal.jlab.org/jlabAccess/>.
- 2) Check the box on the registration page to complete the online computer account request.