

Before you arrive at JLab

1. All persons requesting access are required to create a log-in and complete a visit in the **Guest Access Portal**.
2. Those receiving any type of funding from Jefferson Lab (travel, lodging, per diem, stipend, etc.) should disclose so on the registration form and the appropriate tax form will appear on your dashboard in the Guest Access Portal.
3. Computer Accounts are requested on the online registration and electronically approved by sponsors.
4. Complete required training courses for general access

The minimum required training for access to CEBAF Center, Support Service Center, and the ARC building is **SAF100** and **GEN034U**.

For access to all other areas, please see your JLab Host for specific required **training***. In order to receive credit for your training, please make sure to enter your name exactly how it was typed on your registration form when completing the certification page at the end of the course.

*Physics users are required to take ODH (SAF103), Radworker (SAF801) and any required hall specific training.

Upon arrival at JLab

1. Check-in at **CEBAF Center User Office** (building 12, Room L111) upon arrive to the Lab with the appropriate **identification documents**
2. Badges are issued to approved Users, Students/Teachers, Contractors and Employees who have completed the registration and training process. If you have not completed the registration and training see the "Before Arrival" section and complete the required registration and training so you may receive your badge to access Jefferson Lab.
 - I. Badging office is located in the **Support Service Center** (building 28)
 - II. Office hours: Monday thru Thursday 9am-11am & 2pm – 4pm, Friday 9am-11am & 2pm – 3pm
3. **Visitor Insurance**