Welcome to Jefferson Lab! To prepare you for your upcoming visit, we will walk you through the JLab Access Registration process.

Note: Registrations must be submitted at least seven days before the requested start date. If a registration is not submitted seven days in advance, your start date may be pushed back to accommodate processing and approval time to occur.
<table>
<thead>
<tr>
<th>Site Access &amp; Duration</th>
<th>Reason for Visit</th>
<th>JLab Type</th>
<th>JLab Photo ID Badge Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onsite</td>
<td>Interview, Meeting, Pre-Bid Visit</td>
<td>VISITOR</td>
<td>No;</td>
</tr>
<tr>
<td>Visit ≤ 5 days</td>
<td></td>
<td></td>
<td>All Visitors must sign in and out of Welcome Desk Kiosk</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Individuals interviewing will select HREI for Institution/Employer</td>
</tr>
<tr>
<td>Onsite</td>
<td>Open-to-the-Public Tour, Conference, or Workshop</td>
<td>No site access registration required</td>
<td>No;</td>
</tr>
<tr>
<td>Visit ≤ 5 days</td>
<td></td>
<td></td>
<td>Individuals will either sign in at Welcome Desk Kiosk* or receive a conference badge</td>
</tr>
<tr>
<td>Onsite</td>
<td>Working with JSA on research project</td>
<td>USER – (Active, Industrial, Graduate or Undergraduate)</td>
<td>Yes</td>
</tr>
<tr>
<td>Visit &gt; 5 days Or multiple times frames of varying lengths</td>
<td></td>
<td></td>
<td>Badging appointments can be scheduled here: Jefferson Lab Badging Office (office365.com)</td>
</tr>
<tr>
<td>Onsite</td>
<td>I am a DOE employee coming to complete work in the TISO (not attending a review, public tour, conference, or workshop).</td>
<td>DOE</td>
<td>Yes</td>
</tr>
<tr>
<td>Visit &gt; 5 days Or multiple times frames of varying lengths</td>
<td></td>
<td></td>
<td>Badging appointments can be scheduled here: Jefferson Lab Badging Office (office365.com)</td>
</tr>
<tr>
<td>Remote Only</td>
<td>Virtually attending an Open-to-the-Public Tour, Conference, or Workshop</td>
<td>No site access registration required</td>
<td>No</td>
</tr>
<tr>
<td>Visit ≤ 5 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remote Only</td>
<td>Virtually attending a Closed Tour, Conference, or Workshop</td>
<td>VISITOR - VIRUTAL</td>
<td>No</td>
</tr>
<tr>
<td>Visit ≤ 5 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remote Only</td>
<td>Computer access only**</td>
<td>USER - REMOTE</td>
<td>No</td>
</tr>
</tbody>
</table>
Step-By-Step Guide for Submitting Access Registration

*Welcome Desk Kiosks can be found at CEBAF Center (Building 12) or SSC (Building 28).

**If a “User-Remote” needs to come onsite, the guest must submit a User Type Registration for that time period. Then after the onsite visit, the guest’s access will revert to User-Remote after the offsite date ends.

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### Attending a Workshop, Tour, or Conference

<table>
<thead>
<tr>
<th></th>
<th>Open-to-the-Public</th>
<th>Closed-to-the-Public</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration required?</td>
<td>No*</td>
<td>Yes</td>
</tr>
<tr>
<td>What if I am a DOE employee?</td>
<td>No*</td>
<td>No*</td>
</tr>
</tbody>
</table>

*Unless you are requesting JLab to pay for your travel expenses. Individuals will submit a “Visitor” registration.

Note: Guests may be required to complete an Event and/or Tour Registration in addition to a Site Access Registration. The Site Access Registration is the initial step to grant approval to visit the JLab Campus.
Submitting a Registration

Our webpage, [https://www.jlab.org/facilities/steps-registration](https://www.jlab.org/facilities/steps-registration), is our anchor page with our entire access process. This includes the following registration links, instructions, and aid found in this guide.

Please visit [https://misportal.jlab.org/jlabAccess/](https://misportal.jlab.org/jlabAccess/) to submit an access registration. For PII purposes, all information in this guide is fictitious.
Input the email address you will use to register. Select “Enter.”

If you have previously registered with this email, the system will recognize it and your account history. If this is your first time registering with this email, it will prompt you to create an account and retain the information for future visits.
For a first time registration, the system will prompt you to Create a Guest Account.

- Enter your First, Middle, and Last Name
- Use the dropdown selection to select your Citizenship
- Select “Create”
Sign In with your email address and password.

If you have forgotten your password select the “Please Click Here” to reset it.
Continue to fill in your Registration Type (i.e., Jlab Type), Home Institution, and Visit Dates. If your Institution/Employer is not represented, please let us know at fso@jlab.org.

If you are unsure of the registration type you should use, select the “Click here to see a list of JLab Types” In the gray bar above the Registration Type field. Note: All fields marked with a red star are mandatory.
In this example, we have chosen a one-day visit for an interview, selecting “Visitor” and “HREI” (HR Employment interview).

Select “Continue.”
The following screen will populate your checklist for your visit; please continue to complete all items on the “Before Arrival Checklist.”

This portion will customize based on the selections from the Guest Access Portal.
Guest Registration

Please complete each field in the Guest Registration.

Note: If a field marked with a red star is left blank, you will not be able to submit the registration.
Please provide emergency contacts. Even if you are User-Remote, these fields are required. IT will use the emergency contacts listed as verification should you need a password reset or assistance with your computer account.
Complete the section for “Visit Information.”

- Start & Completion Dates
- Arrival Information (Optional)
- Institution/Agency Name
- JLab Host/Sponsor*
- Describe the work you will be completing or reason for needing access
- Payment for travel expenses
- Dosimeter

*Please do not place your name, your email address or the name of your supervisor from your institution, only your JLab Host/Sponsor/Contact.

Dependent on your selections, additional fields may populate (for example, if you select “Yes” to Jefferson Lab paying for your travel expenses or to requiring a dosimeter for your work).

Note: Saving the registration will only save, and not submit. Please select “Submit” when the registration is complete and you are ready for it to be processed.
After submitting the registration, you will return to your Checklist for your visit. The next required item to be completed is Jefferson Lab’s Standards of Conduct Form:

Continue to scroll down to read all of the form.
After reading the entirety of the form, select the box to “Accept Terms and Conditions” and then press “Submit.”
After submitting this form, you will return to the Checklist for your visit. All of the items on the checklist must be completed before your registration can be approved. You will know that items have been completed when the circular orange exclamation mark is replaced with a green checkmark.

Note: Checklists will be lengthier depending on your access request (length of access, JLab Type, citizenship, etc.)
Once your registration has gone through the approval process, you will receive an email that you have been approved.

A member of our Access Team, your Host/Supervisor, or the Department Administrator will contact you via email should there be any items we need for you to complete after submission.

In the interim, please also ensure that any required training is up to date. Your checklist will provide you with your training information.

Notes:

- Please check your Junk Email and your “Other” Email to ensure you are not missing any emails from JLab.

- The IT Department WILL NOT issue a computer account to you until the CST001 has been taken.

- Be sure to review and prepare for any actions listed in the “Upon Arrival” Checklist for when you arrive onsite.
This is an example of a User-Active registration.

Note the Before Arrival Checklist requirements; we can tell they are complete as shown by the circular orange exclamation mark.

This registration cannot be approved until all required checklist items have been completed:

1. Online Registration Form
2. Sponsor Form*
3. CV & Institution Verification
4. User Collaborator Agreement
5. Immigration and Identification Documentation
6. ORCID ID (Optional) – For information, please visit https://www.jlab.org/it/information_resources/orcid.

*This form is NOT completed by the guest.
This example of a User-Active registration demonstrates additional fields that may populate.

The description you provide will help The Access Team to ensure you have selected the appropriate JLab Type.

If you already have a computer account from a previous registration, you do not need to request a computer account on future registrations.
Example User - Active registration continued
If there are any required fields left incomplete, the form will notify you when you attempt to submit.

Please correct the errors and select “Submit.”

Once successfully submitted, it will update to a green check mark on the Before Arrival Checklist.
If you are a U.S. Citizen, you must only provide Institution Verification Documentation.

If you are a Foreign National, you must provide both the Curriculum Vitae and Institution Verification Documentation.
User/Collaborator Agreement

Please read through the User/Collaborator Agreement, accept the terms and conditions, then select “Submit”
Immigration and Identification Documentation

If you are a U.S. Citizen, you must provide a Real ID compliant government-issued photo identification (i.e. passport or driver’s license).

Click on “Add File.”

Click on “Browse,” Locate the document, and press “Upload Attachment.”
Once the document is showing as uploaded, please select “Submit”

If the Immigration and Identification Documentation task is not identified on your checklist, the Access Team will reach out to you.
Completed Checklist

Once all required fields and completed and showing green check marks, your registration will now show the Visit Status as JLab Processing.
Step-by-Step Guide for Submitting Access Registration

The Access Team will review your registration and all items on your checklist and reach out if further information is required. You will receive an email notification when your registration has been approved.

You are registered!

Notes:

- In the interim, please ensure your training is up to date. For questions regarding training, please refer to your Checklist or your JLab Host/Supervisor.
- The IT Department will not issue a computer account to you until the training (CST001) has been taken.
- Also note the actions required on the “Upon Arrival” Checklist and ensure any preparations are made in anticipation of your onsite arrival.
- If you qualify and require a badge, schedule an appointment here: https://outlook.office365.com/owa/calendar/JeffersonLabBadgingOffice@jeffersonlab.onmicrosoft.com/bookings/

Please contact fso@jlab.org with any questions or significant revisions to your registration.

Contact Us

Business Hours:
Monday- Friday
8:00 AM – 5:00 PM
fso@jlab.org

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