Step-By-Step Instructions on submitting your Electronic Access Registration Submission

Welcome to Jefferson Lab. To prepare you for your upcoming visit and/or request for ongoing computer access, we will walk you through the JLab Access Registration process. Registrations must be submitted at least seven (7) days before the requested start date. If a registration is not submitted seven days in advance, your start date may be pushed back to allow the approval process to occur.

First, let’s determine the reason for your visit.

<table>
<thead>
<tr>
<th>Duration</th>
<th>Reason for Visit</th>
<th>JLab Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onsite - My visit is five days or less All Visitors must sign in and out of a kiosk and will be given a Visitor Sticker. One is located at the front entrance of SSC and CEBAF.</td>
<td>Interview, Meeting, Pre-Bid Visit, DOE Personnel visiting JLab for audits, meetings, etc. (Not as a Site Office Employee)</td>
<td>“Visitor”</td>
</tr>
<tr>
<td>Onsite - My visit is five days or less Visitors will not be required to sign in and out of a kiosk.</td>
<td>Open-to-the-Public Tour, Conference, or Workshop</td>
<td>No site access registration needed</td>
</tr>
<tr>
<td>Remote Only - visit is five days or less</td>
<td>Virtually attending an Open-to-the-Public Tour, Conference, or Workshop</td>
<td>No registration required.</td>
</tr>
<tr>
<td>Remote Only – visit is five days or less.</td>
<td>Virtually attending a Closed Tour, Conference, or Workshop</td>
<td>“Virtual-Visitor”</td>
</tr>
<tr>
<td>Onsite - Multiple time frames of varying lengths Will receive a badge.</td>
<td>Performing work on an experiment or on the Accelerator</td>
<td>“User”</td>
</tr>
<tr>
<td>Remote Only – Access is longer than five days.</td>
<td>Need to have computer access; Not coming to JLab. If a User-Remote” needs to come to the lab, the guest must submit a User Type Registration for that time period and then it will revert to User-Remote after the offsite date ends.</td>
<td>“User-Remote”</td>
</tr>
<tr>
<td>Onsite – My visit is longer than five days and I will be working as part of the Site Office Staff</td>
<td>Working with the DOE Site Office and not attending a tour, conference, nor workshop.</td>
<td>“DOE” (Reserved for DOE Site Office Employees)</td>
</tr>
</tbody>
</table>

**DOE Employees with an HSPD-12 badge are not required to submit a registration.**

**Attending a workshop, tour, or conference**

**NOTE:** Guests may be required to do an Event and/or Tour Registration in addition to the Site Access Registration. The Site Access Registration is the vehicle to grant approval to visit the JLab Campus.

**“Public” Event:**
- Guests are not required to submit a Site Access Registration unless JLab is paying for your travel expenses.
- If you are a DOE employee (without an HSPD-12 badge) and you are attending a “Public” Event, you are not required to submit a Site Access Registration unless JLab is paying for your travel expenses. If that is the case, you would register using the “Visitor” JLab Type.
- Users do not need to register a visit unless they are combining it with performing work. If so, Users without an approved Site Access Registration for type “User” must submit a “User” type Site Access Registration.

**“Non-Public” Event:**
- All participants (not already approved for onsite access) are required to submit a registration.
- Guests (to include DOE employees without an HSPD-12 badge) are required to submit registrations using the JLab Type “Visitor”.
- Users (not already approved for site access) should submit registrations using the JLab Type “User-“. 
**Guests attending JLab for interviews**

- Candidates interviewing for employment at places other than JLab (which will be “Joint Faculty/Staff”) will use the JLab Type “Visitor.”
- Candidates interviewing for employment at JLab will use HREI – Human Resources Employment Interview for the Institution/Employer field and JLab Type “Visitor”.
- Candidates are not required to attach a Curriculum Vitae nor attach Institution Verification.

**JLab Security’s Registration Page:**

As you complete the JLab Site Access Registration Process, please feel free to refer to the webpage https://www.jlab.org/facilities/steps-registration.

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**Guest Access Portal:**

Now, we are ready to go to https://misportal.jlab.org/jlabAccess/ to begin the Site Access Registration Process. This is the screen you will come to:

For PII purposes, all information in this guide is fictitious.
Input the email address you will use to register for Jefferson Lab Site Access Registrations. Select “Enter.”

**Welcome to the JLab Guest Access Portal**

The JLab Access Portal is the central location for managing the registration process for all new and returning guests to Jefferson Lab. To begin or continue a registration, enter your email address, below.

To ensure a timely and efficient transition into the Lab, submittal of the Electronic Access Request Registration Form is required at least 7 days before the onsite arrival start date. Access will not be granted until all required validations and approvals are complete.

**Full Email Address**

karon3198@gmail.com

**Create A Guest Account:**

**JLab Guest Access Portal - Create a Guest Account**

A JLab Guest Account uses your email address as your username. We will email your password to the email address you provide. We strongly encourage you to change your password to something you can easily remember after you log in.

The additional information collected below will be attached to your account and used to help prefill forms throughout the registration process.

**Email Address**

karon3198@gmail.com

**First Name**


**Middle Name**


**Last Name**


**Citizenship**

Select One

Create

Enter your First Name, Middle Name, and Last Name. Use the dropdown arrow to select your citizenship. Select “Create.”
Submitting a Visitor Registration:

**Guest Access Portal**
Sign In with your email address and Password. You are given the option to click at the bottom of the screen in the event you forgot your password. This will provide you with the ability to reset the password.

You will now fill in your Registration Type, Home Institution, and Visit Dates. 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 thus choosing “Visitor” and “HREI.” This is your opportunity to put your JLab Type and what institution you represent. If your institution/employer is not represented, please let us know at fso@jlab.org. Please also place what date you will be arriving at the lab and what date you will be departing on. Select “Continue.”

Checklist for Visit
This portion will differ based on the registration type selected.
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.

Scroll down to see the rest of the form.

Covid-19 Information

JLab exists for its Users, so thank you for your critical contributions to our mission.

The Coronavirus outbreak has necessitated that we follow new procedures before we can approve access to our campus. These procedures are intended to minimize the probability that individuals will be exposed to the virus while at JLab.

On-site access requires presentation of a COVID-19 vaccination record or proof of a negative COVID-19 test result taken within three days of arrival. Please see your registration checklist for steps on how to provide this documentation.

CHANGE IN ACCEPTABLE ID DOCUMENTS FOR JLAB ACCESS:

The REAL ID Act (Public Law 109-13) now determines which state driver’s license can be presented and accepted as a valid ID document for access to Jefferson Lab.

Starting May 3, 2023, Jefferson Lab will begin using the REAL ID Act verification for all driver’s licenses presented to fulfill Lab access ID requirements. Jefferson Lab will not be able to accept, as a valid form of photo ID, a driver’s license from any states/US territories found by the U.S. Department of Homeland Security to be in non-compliance with the REAL ID Act. All other current Lab ID and access requirements, per our Security Plan, will remain the same. Other forms of acceptable valid ID documents in lieu of a driver’s license from non-compliant states/US territories can be found at the following link: http://www.tsl.gov/traveler-information/acceptable-ids

Do you have a current valid US driver’s license? *

Yes □ No □

What US state issued your current valid driver’s license?

× Virginia □

Will you have a vehicle on site? *

Yes □ No □

Vehicle Tag State □ Vehicle Plate Number □

Scroll down more to complete the Local Address section.
Local Address Section:

If you will be staying at the Residence Facility, the address is 12006 Rattley Road, Newport News, VA 23606.

Emergency Contacts Section:

Note: The Emergency Contact cannot be left blank.
Visit Information:

Please complete the Online Registration Form:

- **Start Date:** We require the registration be submitted seven days before the intended “Start Date.” If you are running into an error regarding overlapping dates, please contact fso@jlab.gov and we can make changes to avoid overlapping dates.
- **Completion Date**
- **Arrival Information (Optional)**
  - **Institution/Agency:**
    - If you do not see your employer or institution listed in the dropdown, please let us know at fso.jlab.org and we will add it for you. If you are coming to JLab for an employment interview, you will choose HREI for Human Resources Employment Interview.
    - If you are not coming for an interview, you will need to put the Institution/Agency you are representing. All U.S. Citizens are now being required to provide Institution Verification with the exception of guests coming for interviews and “Joint Appointments.”
- **JLab Host:** Please enter your Host Name or a Point of Contact if you do not know who your Host is.
- **Describe the work you will be doing or reason for needing access.** Please be specific yet concise. In this example it is for an interview, but whatever reason you are visiting, you can enter the name of the event, meeting, or audit; who you are meeting with; and any information that would help us to process your registration efficiently.
- **Onus for travel expenses**
- **Dosimeter (Optional)**
Please do not forget to Save and Submit. If you fail to do so, it will continue to sit without the Access Team being apprised you have submitted a registration to be processed.

Standards of Conduct:

B. INAPPROPRIATE CONDUCT

The following are examples of unacceptable conduct, which shall subject the person involved to investigation, corrective action, and possible separation from the Lab.

1. Discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, marital status, disability, or Vietnam-era or disabled veteran status.
2. Disruptive behavior in the workplace.
4. Obscene or abusive language.
5. Threatening or coercing persons.
6. Threats or acts of physical violence or assault.
7. Failure to comply with established policies, procedures, or practices.
8. Violating environmental, health, or safety rules.
9. Reporting to work under the influence of, or when ability is impaired by, alcohol.
10. Unauthorized use of alcohol on JSA/JLAB premises.
11. The unlawful use, possession, or sale of a controlled substance.
12. Unauthorized possession or use of firearms, dangerous weapons, or explosives.

By clicking the checkbox and submitting you affirm that you are Ron Kalt and that you agree to the Standards of Conduct Agreement above.

Accept Terms and Conditions

Submit
Select the box for “Accept Terms and Conditions” and press “Submit.”
Checklist:

All of the items on the checklist must be completed before your registration can be approved (i.e. have a green check mark to the left of the item). Checklists will be lengthy depending on your citizenship and the JLab Type selected.
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 or your host/group administrator will contact you via email should there be any items we need for you to complete after submission. Please check your Junk Email and your “Other” Email to ensure you are not missing any emails from JLab.

As a “Visitor,” you will not be able to acquire a computer account. It should also be noted there is no training required for visitors.
Submitting a User Registration:

Go to the Internet and type in [https://misportal.jlab.org/jlabAccess/guests/](https://misportal.jlab.org/jlabAccess/guests/) at least seven days before your requested start date. This provides the Access Team time to fully process your registration.

Enter your email address.

Select “Enter”.

Press “Log In”.
At this point, the following items on the checklist ARE NOT complete as shown by the red circles and the yellow triangle to the left of the checklist items. A registration cannot be approved until all required checklist items have been completed:

1. Online Registration Form
2. Sponsor Form – This is NOT completed by the guest.
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.

Now, let’s go through each incomplete section.
Online Registration Form

Note: All fields marked with a red star are mandatory. A registration cannot be submitted until all required fields have been completed.

**Foreign Nationals:** This particular registration form is for a U.S. Citizen. If you were born outside of the U.S., please complete the Citizenship and Country of Birth as it pertains to you. An Unclassified Foreign Visit/Assignment Form will be added to your checklist to be completed, as well as an Immigration and Identification Documentation area. Please upload copies of your immigration documentation. For assistance, please refer to the resource link as follows: [https://www.jlab.org/facilities/id-requirements](https://www.jlab.org/facilities/id-requirements).

If you need the JLab Type changed, please contact FSO@jlab.gov and we will be happy to make that change for you.
Continuation of the Guest Registration:

Emergency Contacts: 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.
Continuation of the Guest Registration:

JLab Host Field: It might auto populate a name. If you know your host’ name, please place the name in the field. If you only know your Point of Contact, please use that. Please do not place your name, your email address or the name of your supervisor from your institution in the field as this is what will forward your form to your host for approval.

Describe the work you will be doing or reason for needing access to Jefferson Lab or its Information systems. Users must include the name of the experiment and/or collaboration in which they intend to participate.*

Working shifts; attending workshops

Do you expect Jefferson Lab to pay for any of your expenses? (Travel, stipend, etc.) or arrange travel for you.*

No ~

Will you require a radiation dosimeter for your work at Jefferson Lab? If you do not know, contact your host to determine if the kind of work you will be doing will require a dosimeter*

No ~

Would you like to request a new JLab computer account?*

☐ Yes ☐ No (For guests who do not already have a JLab Email Address)

User / Bridge Appointments

Click here to sign up for the CEBAF Users Group Mailing List (CUGA)*

☐

Click here to sign up for the SURAJUJO Mailing List

☐

* If selected, you will receive an email from the L-Soft list server asking to confirm your subscription request upon submission of this form. Further management of your L-Soft subscription must be done on the L-Soft user interface.

Gender*

Please choose below

Ethnic Code**

Please choose below

** Under its contract with the Dept. of Energy, Jefferson Lab must report annually on JLab-related contributions to the education and training of the future scientific and technical workforce for the nation, with an emphasis on meaningful research experiences in the areas of physics and engineering. We must also take special note of our efforts at increasing the opportunities for under-represented populations to pursue scientific and technical careers. The Lab’s performance in these areas is carefully monitored by the Dept. of Energy. FOR REPORTING PURPOSES ONLY.

Medical Insurance

Do you have your own medical insurance policy that will provide you medical coverage while at JLab?**

☐ Yes ☐ No

Medical Provider’s name (Not JLab!)

Optima

Does your health care insurance provide coverage while visiting JLab?*

☐ Yes ☐ No

I confirm that I, the above-named User / Visitor have valid medical insurance coverage through the above described insurance policy and that this medical insurance:

☐ Covers medical treatment for me for emergency and non-emergency illnesses and injuries

☐ Extends to incidents occurring in another country or out of state at Jefferson Laboratory, Newport News, VA
Continuation of the Guest Registration:

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 as we will extend the Account Expiration Date with each registration upload.

If you want to know if your form is sufficient enough to submit, Press “Submit.” It will tell you if there are still errors detected on the form.
Continuation of the Guest Registration:

- User / Bridge Appointments
  Click here to sign up for the CEBAF Users Group Mailing List (CUGA)*
- Click here to sign up for the SURAJULO Mailing List

* If selected, you will receive an email from the L-Soft list server asking to confirm your subscription request upon submission of this form. Further management of your L-Soft subscription must be done on the L-Soft user interface.

- Gender
  can't be blank
  Male

- Ethnic Code
  can't be blank
  White - includes Arab

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Fix the errors and select “Submit.”
Once submitted, it will return to this screen and show a green checkmark to show completed.
CV & Institution Verification:

Now, we will go to the CV & Institution Verification.
If you are a U.S. Citizen, you must provide Institution Verification Documentation. If you are a Foreign National, you must provide both the Curriculum Vitae and Institution Verification Documentation.

This form will soon be split into two separate forms to avoid any confusion. It is a work in progress. Select “Submit.”

“CV & Institution Verification” now has a green checkmark as well.
User/Collaborator Agreement:

CHECKLIST FOR VISIT 2023/08/01 - 2024/08/01

Click here to change your password.

**Basic Guest Information [View Profile]**
- **Guest Name:** Ket, Ron MMN (keron3195@gmail.com)
- **Editable Visits:** 2023/08/01 - 2024/08/01 (showing)

**Visit Information**
- **Registration Type:** USER - ACTIVE
- **Visit Status:** Incomplete Forms
- **Institution:** Sunny Day Corporation (Test Company)
- **Visit Dates:** 08/01/2023 - 08/01/2024
- **Visit Purpose:** Working shifts, attending workshops

**Icon Legend**
- Informational
- Required Task
- Required Task In Progress
- Required Task Completed
- Help Mouseover

**"Before Arrival" Checklist**
- ✓ Online Registration Form
- ✓ Sponsor Form
- ✓ C.V. & Institution Verification
- ▼ User Collaborator Agreement
- ▼ Immigration and Identification Documentation
- ▼ ORCID ID

**"Upon Arrival" Checklist**
- ◆ Check in with your host upon arrival
- ◆ Acquire JLab Badge
- ◆ JLab User and Employee Concerns Program
- ◆ Accident/Injury Reporting

- Required to access Jefferson Lab facilities.
- Host/Sponsor Form. Requires host/sponsor to complete.
- C.V. and Institution Verification
- User Collaborator Agreement
- Remotely upload photo identification and, if applicable, immigration information.
- Register an ORCID ID with Jefferson Lab

- Check in with your host to finalize your onsite access.
- Make a badging appointment. Appointment must be on or after your start date.
- Report concerns using the ECP
- Guidelines for Users for reporting accidents and injuries.
You must read through the User/Collaborator Agreement; accept the terms and conditions and select “Submit.”
**Immigration and Identification Documentation:**

We will now look at Immigration and Identification Documentation. If you are a U.S. Citizen, you must provide an unexpired 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.”
PHOTO ID/IMMIGRATION DOCUMENTATION - EDIT/VIEW FORM #160160

Person: Ron Kellett
ORG: FMSS

JSA
THOMAS JEFFERSON NATIONAL ACCELERATOR FACILITY
12000 Jefferson Avenue
Newport News, VA 23606
Phone: (757) 269-7100

Photo ID/Immigration Documentation

If you are a US citizen, please upload your driver's license or other valid photo identification. Otherwise, if you are a foreign national, please upload all documents that pertain to your current immigration status: valid passport, immigration documents (visa in passport, last entry stamp in passport, current I-48, I-20, DS 2019, EAD (front and back), Green Card (front and back), I-797A approval notice.

Attachments *

- Upload your attachments here

Show 10 entries Filter By

Name Uploaded By Date
This is a placeholder only.docx Ron Kellett 08/10/2023 01:33:59 PM Delete Attachment
Showing 1 to 1 of 1 entries First Previous 1 Next Last

Submit Delete

Signatures
There are no signatures

CHECKLIST FOR VISIT 2023/08/01 - 2024/08/01

Click here to change your password.

- Basic: Guest Information [View Profile]
  - Guest Name: Kellett, Ron MW (ron0798@gmail.com)
  - Editable Visits: 2023/08/01 - 2024/08/01 (showing)

- Visit Information
  - Registration Type: USER - ACTIVE
  - Visit Status: jLab Processing
  - Institution: Sunny Day Corporation (Test Company)
  - Visit Dates: 08/01/2023 - 08/01/2024
  - Visit Purpose: Working shifts; attending workshops

Icon Legend

- Informational
- Required Task
- Required Task In Progress
- Required Task Completed
- Help Mouseover

- Before Arrival* Checklist
  - Online Registration Form
    - Required to access Jefferson Lab facilities.
  - Sponsor Form
    - Host/Sponsor Form. Requires host/sponsor to complete.
  - C.V. and Institution Verification
    - C.V. and Institution Verification
  - User Collaborator Agreement
    - User Collaborator Agreement.
  - Immigration and Identification Documentation
    - Remotely upload photo identification and, if applicable, immigration information.
  - ORCID ID
    - Register an ORCID ID with Jefferson Lab

- Upon Arrival* Checklist
  - Check-in with your host upon arrival.
  - Acquire jLab Badge
    - Make a lodging appointment. Appointment must be on or after your start date.
  - jLab User and Employee Concerns Program
    - Report concerns using the ECP
  - Accident/Injury Reporting
    - Guidelines for Users for reporting accidents and injuries.
Your registration will now show the Visit Status as JLab Processing. The Access Team will review your registration and all items on your checklist and reach out to you if further information/documentation is needed or forward to your registration for approval. You will receive an email notification when your registration has been approved. Please check your Junk Email and your “Other” Email to ensure you are not missing any emails from JLab.

You are registered.

The registration will show up on The Access Team’s dashboard as “Needs Sponsor” and ready for processing.

Please ensure your training is up to date. The IT Department WILL NOT issue a computer account to you until the training has been taken. Your checklist will provide you with your training information.

Also, note the actions required on the “Upon Arrival” Checklist and ensure any applicable actions are completed on your access start date.

Your access will start on your requested start date. If you require access before this start date, email your host with a copy to fso@jlab.org with the requested revised start date. The revised stated date must be approved by your host and changed in the JList system so do not come onsite until you receive an email that the change has occurred.

If you requested onsite access and have a badge, your badge will be activated on your requested start date. If you require a badge you will need to schedule a badging appointment at the following link: https://outlook.office365.com/owa/calendar/JeffersonLabBadgingOffice@jeffersonlab.onmicrosoft.com/bookings/ to take place on your start date or thereafter.

For foreign nationals, here is the link to make an appointment for your check-in appointment to show your immigration documents:
https://outlook.office365.com/owa/calendar/InternationalServices@jeffersonlab.onmicrosoft.com/bookings/