



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.

Duration	Reason for Visit	JLab Type
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.	Interview, Meeting, Pre-Bid Visit, DOE Personnel visiting JLab for audits, meetings, etc. (Not as a Site Office Employee)	"Visitor"
Onsite - My visit is five days or less Visitors will not be required to sign in and out of a kiosk.	Open-to-the-Public Tour, Conference, or Workshop	No site access registration needed
Remote Only - visit is five days or less	Virtually attending an Open-to-the-Public Tour, Conference, or Workshop	No registration required.
Remote Only – visit is five days or less.	Virtually attending a Closed Tour, Conference, or Workshop	"Virtual-Visitor"
Onsite - Multiple time frames of varying lengths Will receive a badge.	Performing work on an experiment or on the Accelerator	"User"
Remote Only – Access is longer than five days.	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.	"User-Remote"
Onsite – My visit is longer than five days and I will be working as part of the Site Office Staff	Working with the DOE Site Office and not attending a tour, conference, nor workshop.	"DOE" (Reserved for DOE Site Office Employees)

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:

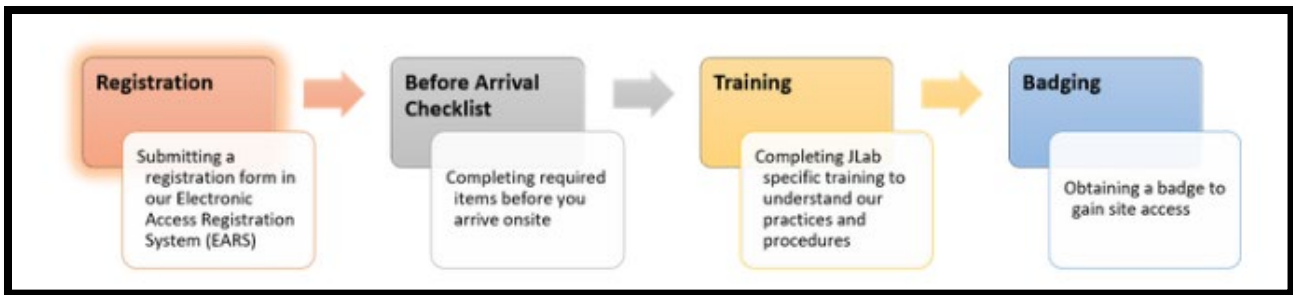
- All participants (not already approved for onsite access) are required to submit a registration
- Guests (to include DOE employees without an HSPD-12 badge) are required to submit registrations using the JLab Type "Visitor"
- Users (not already approved for site access) should submit registrations 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>.



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.

https://misportal.jlab.org/jlabAccess/

Jefferson Lab HOME INSIGHT MY LINKS Search SIGN IN

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

Enter

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

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 *

First Name *

Middle Name

Last Name *

Citizenship *

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

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 *

First Name *

Middle Name

Last Name *

Citizenship *

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.

JLAB GUEST ACCESS PORTAL

Thank you for creating a JLab Guest Access account. You will receive an email with your temporary password shortly.

To continue the registration process, please login to the **JLab Guest Access Portal** with the email you provided and your temporary password that you received. We strongly recommend that you change your password immediately upon successfully logging in.

Non-JLab Email

Password

[Please click here](#) if you have forgotten your JLab guest 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.

JLAB GUEST ACCESS PORTAL

Registration Type

Your registration's JLab Type will determine the level of access you will have to the Jefferson Lab (JLab) site and computer networks during this visit or period of network access. It will also help JLab identify what information is needed from you and what training may be necessary for this period of access.

▶ [Click here to see a list of JLab types](#)

Registration Type *

Select One

Home Institution/Employer *

Pick One (Type to narrow options)

Use this field to record the institution that employs you at your permanent home. If you do not see your institution/company, please contact the JRIS office (iris@jlab.org) to have it added before submitting this form.

Visit/Access Dates

Start Date (mm/dd/yyyy) *

End Date (mm/dd/yyyy) *

If you have a badge, please note that JLab business hours are 8am - 5pm, Monday - Friday. If you expect to arrive before 8am or on a weekend/holiday, please enter the prior business day into the "Start" date above, to ensure that your badge will work when you arrive.

[Continue](#)

JLAB GUEST ACCESS PORTAL

Registration Type

Your registration's JLab Type will determine the level of access you will have to the Jefferson Lab (JLab) site and computer networks during this visit or period of network access. It will also help JLab identify what information is needed from you and what training may be necessary for this period of access.

▶ [Click here to see a list of JLab types](#)

- ARC COMMERCIAL: Industry and higher education commercial tenant employee with JLab badged access to ARC only
- CONTRACT SERVICES: JLab service and/or construction sub-contractor employee
- CONTRACT STAFF: JLab contract labor
- DOE: DOE government employee or DOE contractor employee
- EMERGENCY RESPONDER:
- GUARD: Contract Security Personnel
- HIGH SCHOOL STUDENT: Student whose highest level of education attained is high school, or home schooled equivalent to a high school education
- HUGS: Non JLab User attending the annual Hampton University Graduate Student summer program at JLab
- JOINT APPOINTMENT: Tenured collaborating academic personnel with 50% time contracted to JLab
- SURA: SURA employee
- TEACHER: Local academic institution employee participating in Science Education programs
- USER - ACTIVE: Postdoctoral Fellows and all other degreed scientists from collaborating institutions of higher learning actively pursuing research at JLab
- USER - GRADUATE: User pursuing JLab research for either Masters or Ph.D degree at a collaborating academic institution of higher learning
- USER - INDUSTRIAL: All CRADA, WFO individuals and a small group of FEL Users
- USER - REMOTE: Eligible person approved for JLab computer account offsite access
- USER - UNDERGRADUATE: Eligible person enrolled in and pursuing a degree at a collaborating academic institution of higher learning
- VISITOR: Persons onsite for less than 30 days. Must always be accompanied. No badge issued.
- VISITOR - VIRTUAL: Persons participating in non-public online/virtual events, such as collaborations and workshops, but do not require a user account

Registration Type *

Select One

Home Institution/Employer *

Pick One (Type to narrow options)

Use this field to record the institution that employs you at your permanent home. If you do not see your institution/company, please contact the JRIS office (iris@jlab.org) to have it added before submitting this form.

Visit/Access Dates

Start Date (mm/dd/yyyy) *

End Date (mm/dd/yyyy) *

If you have a badge, please note that JLab business hours are 8am - 5pm, Monday - Friday. If you expect to arrive before 8am or on a weekend/holiday, please enter the prior business day into the "Start" date above, to ensure that your badge will work when you arrive.

[Continue](#)

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.”

JLAB GUEST ACCESS PORTAL

Registration Type

Your registration's JLab Type will determine the level of access you will have to the Jefferson Lab (JLab) site and computer networks during this visit or period of network access. It will also help JLab identify what information is needed from you and what training may be necessary for this period of access.

Click Here to see list of JLab types.

ARC COMMERCIAL: Industry and higher education commercial tenant employee with JLab badged access to ARC only.

CONTRACT SERVICES: JLab service and/or construction sub-contractor employee.

CONTRACT STAFF: JLab contract labor

DOE: DOE government employee or DOE contractor employee

GUARD: Contract Security Personnel

HIGH SCHOOL STUDENT: Student whose highest level of education attained is high school, or home schooled equivalent to a high school education

HUGS: Non JLab User attending the annual Hampton University Graduate Student summer program at JLab.

JOINT APPOINTMENT: Tenured collaborating academic personnel with 50% time contracted to JLab

JSA: JSA employee.

SURA: SURA employee.

TEACHER: Local academic institution employee participating in Science Education programs.

USER ACTIVE: Postdoctoral Fellows and all other degreed scientists from collaborating institutions of higher learning actively pursuing research at JLab.

USER GRADUATE: User pursuing JLab research for either Masters or Ph.D degree at a collaborating academic institution of higher learning.

USER INDUSTRIAL: All CRADA, WFO individuals and a small group of FEL Users.

USER REMOTE: Eligible person approved for JLab computer account offsite access.

USER UNDERGRAD: Eligible person enrolled in and pursuing a degree at a collaborating academic institution of higher learning.

VISITOR: Persons onsite for less than 30 days. Must always be accompanied. No badge issued.

VIRTUAL VISITOR: Persons participating in non-public online/virtual events, such as collaborations and workshops, but do not require a user account.

Registration Type *

VISITOR

Home Institution/Employer *

HREI

Use this field to record the institution that employs you at your permanent home. If you do not see your institution/company, please contact the JRIS office (jris@jlab.org) to have it added before submitting this form.

Visit/Access Dates

Start Date (mm/dd/yyyy) *

02/24/2023

End Date (mm/dd/yyyy) *

02/24/2023

Continue

Checklist for Visit

This portion will differ based on the registration type selected.

CHECKLIST FOR VISIT 2023/02/24 - 2023/02/24

Created Visit

Click [here](#) to change your password.

Basic Guest Information [\[View Profile\]](#)

Guest Name: Kelt, Ron NMN (keron3198@gmail.com)

Editable Visits: • 2023/02/24 - 2023/02/24 (showing)

Register New Visit / Access
Manage Visits

Visit Information

Registration Type: VISITOR

Visit Status: Initialized

Institution: HREI

Visit Dates: 02/24/2023 - 02/24/2023

Visit Purpose:

Edit Visit

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.

Standards of Conduct
Standards of Conduct Agreement.

"Upon Arrival" Checklist

Check in with your host upon arrival.
Check in with your host to finalize your onsite access.

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.

GUEST REGISTRATION - EDIT/VIEW FORM #149577

Person: Sue Ewing (ewing@jlab.org)
ORG: HR

Status: Saved
Date: 02/20/2023 12:11:37 PM

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

Guest Registration 149577

Name: Last (family) *
Kelt

First (given) *
Ron

Middle *
NMN

Date of Birth (mm/dd/yyyy) *
03/05/1971

Citizenship *
USA

Email Address *
keron3198@gmail.com

Country of Birth *
USA

JLab Type *
VISITOR

(If not a US citizen) Do you have a valid green card? *
N/A

Are you a student?
No

Dual Citizenship
Please use this field to report what other citizenship you claim, if applicable.

Dual Citizenship
Choose One if applicable

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.tsa.gov/traveler-information/acceptable-ids>

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

What US state issued your current valid driver's license?
Virginia

Will you have a vehicle on-site? *
No

Vehicle Tag State

Vehicle Plate Number

Scroll down more to complete the Local Address section.

Local Address Section:

Local Address / Contact Information		
Line 1 *		
<input type="text" value="2323 Steel Magnolia Way"/>		
Line 2		
<input type="text"/>		
City *	State *	Zipcode *
<input type="text" value="Virginia Beach"/>	<input type="text" value="Virginia"/>	<input type="text" value="23464"/>
Local Phone *		
<input type="text" value="757-421-5555"/>		

Emergency Contacts(2)	
NOTE: In addition to providing information to JLab in case of an emergency, the Emergency Contact information will be used by the Computer Center Help Desk to assist user account holders with resetting their password over the phone. If you plan to have a user account, even if you will not be coming on site, be sure to fill out this information completely and accurately.	
Contact 1	Contact 2
Name *	Name *
<input type="text"/>	<input type="text"/>
Relationship *	Relationship *
<input type="text"/>	<input type="text"/>
Address *	Address *
<input type="text"/>	<input type="text"/>
Phone *	Phone *
<input type="text"/>	<input type="text"/>

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.

Emergency Contacts(2)	
NOTE: In addition to providing information to JLab in case of an emergency, the Emergency Contact information will be used by the Computer Center Help Desk to assist user account holders with resetting their password over the phone. If you plan to have a user account, even if you will not be coming on site, be sure to fill out this information completely and accurately.	
Contact 1	Contact 2
Name *	Name *
can't be blank	can't be blank
<input type="text" value="Maggie Kelt"/>	<input type="text" value="Donald Kelt"/>
Relationship *	Relationship *
can't be blank	can't be blank
<input type="text" value="Sister"/>	<input type="text" value="Brother"/>
Address *	Address *
can't be blank	can't be blank
<input type="text" value="555 Sandblaster Court"/>	<input type="text" value="876 Sideways Road"/>
Phone *	Phone *
can't be blank	can't be blank
<input type="text" value="757-666-7171"/>	<input type="text" value="757-987-1234"/>

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.gov 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)

Visit Information

Dates on JLab site/network access:

Start *

Completion *

02/24/2023

02/24/2023

Arrival Information

Will you be arriving onsite at JLab either:

after 5:00PM, on a weekend, or on a Holiday.

☒ No ☐ Yes

☒ No ☐ Yes

☒ No ☐ Yes

Institution/Agency *

HREI

If you do not see your institution/company, please contact the JRIS office to have it added before submitting this form.

JLab Host/Supervisor/SOTR (use full name or JLab email address) *

Shauna Cannella

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. *

Interview

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

Save Submit Reset

Signatures

There are no signatures

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:

Person: Sue Ewing (ewing@jlab.org)
ORG: HR

Status: Saved
Date: 02/20/2023 12:17:33 PM

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

Standards Of Conduct 149578

Individual

Ron Kelt

Email Address(es)

- keron3198@gmail.com

JEFFERSON LAB STANDARDS OF CONDUCT

The JSA community plays an integral part in the success of Jefferson Lab. To ensure a safe, productive, healthful, and harmonious atmosphere for all non-employee personnel while at the facility, JSA sets conduct rules and regulations. It is the policy of JSA to ensure that all personnel meet its prescribed standards of conduct. It is everyone's responsibility to follow the guidelines listed below while on site to support the efforts of the Lab to provide this unique environment.

A. GUIDELINES

Each person shall:

- Observe the standards of conduct as set forth in this policy and by his/her sponsor.
- Conduct themselves in a manner which is conducive to the efficient and proper operation of JSA.
- Comply with a proper order from the sponsor, Hall Leader, or other appropriate personnel. Proper orders are those which do not require a person to do anything knowingly illegal or that would endanger the environment, the safety or health of the individual or others.
- Refrain from any disorderly conduct, illegal activities or disruptive behaviour.
- Exercise courtesy and tact in dealing with fellow workers and visitors.
- Conserve, properly and cost-effectively use resources, protect property, equipment, and materials.
- Comply with all JSA environmental, health, and safety regulations.
- Exercise watchfulness in the performance of duties to eliminate potential hazards and protect him/herself and co-workers.

Standards Of Conduct 149578

Individual

Ron Kelt

Email Address(es)

- keron3198@gmail.com

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.

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

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

Accept Terms and Conditions

☐

Submit

Continue to scroll down to read all of the form.

Individual

Ron Kelt

Email Address(es)

• keron3198@gmail.com

11. The unlawful use, possession, or sale of a controlled substance.
12. Unauthorized possession or use of fire-arms, dangerous weapons, or explosives.
Willfully or negligently damaging or defacing JSA, other organizations', or persons' property.
13. Inappropriate use of computer resources.
14. Theft or unauthorized removal of JSA, other organizations', or persons' property.
15. Distribution of materials related to a political issue or the campaign of a candidate.
16. Unauthorized solicitation.
17. Gambling on premises.

C. SECURITY AND BADGE RESPONSIBILITIES

Your primary JLab security responsibilities are as follows:

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

Accept Terms and Conditions

☐

Submit

Individual

Ron Kelt

Email Address(es)

• keron3198@gmail.com

C. SECURITY AND BADGE RESPONSIBILITIES

Your primary JLab security responsibilities are as follows:

1. Badges and access privileges are assigned to unique individuals. Letting other individuals gain access via a badge that is not assigned to them will be treated as a circumvention of laboratory safety systems.
2. Do not allow unfamiliar people to enter JLab facilities.
3. Keep your JLab badge with you at all times when onsite and always present it upon request.

NOTE: This list is NOT all-inclusive and other acts of inappropriate conduct shall also subject individuals to corrective action.

My signature indicates that I have received a copy, read and understand the Jefferson Lab "Standards of Conduct" policy/guidelines and that any violation of this policy may subject me to corrective action.

This form is valid for one year from date of signature.

By clicking the checkbox and submitting you attest that you are Ron Kelt 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.

Jefferson Lab HOME INSIGHT MY LINKS Welcome Ron Kelt | SIGN OUT Search

CHECKLIST FOR VISIT 2023/02/24 - 2023/02/24

Click [here](#) to change your password.

Basic Guest Information [\[View Profile\]](#)

Guest Name: Kelt, Ron NMN ([keron3198@gmail.com](#))

Editable Visits: • 2023/02/24 - 2023/02/24 (showing)

[Register New Visit / Access](#) [Manage Visits](#)

Visit Information

Registration Type: VISITOR

Visit Status: Missing Forms

Institution: HREI

Visit Dates: 02/24/2023 - 02/24/2023

Visit Purpose: Interview

[Edit Visit](#)

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.
✓ Standards of Conduct	Standards of Conduct Agreement.
ⓘ ID/Immigration Documentation - Prior to JList upload	Use this secure file drop box to remotely upload photo identification and, if applicable, immigration information: https://misportal.jlab.org/accessdocuments

"Upon Arrival" Checklist

ⓘ Check in with your host upon arrival.	Check in with your host to finalize your onsite access.
---	---

CHECKLIST FOR VISIT 2023/02/24 - 2023/02/24

Click [here](#) to change your password.

Basic Guest Information [\[View Profile\]](#)

Guest Name: Kelt, Ron NMN ([keron3198@gmail.com](#))

Editable Visits: • 2023/02/24 - 2023/02/24 (showing)

[Register New Visit / Access](#) [Manage Visits](#)

Visit Information

Registration Type: VISITOR

Visit Status: Missing Forms

Institution: HREI

Visit Dates: 02/24/2023 - 02/24/2023

Visit Purpose: Interview

[Edit Visit](#)

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.
✓ Standards of Conduct	Standards of Conduct Agreement.
ⓘ ID/Immigration Documentation - Prior to JList upload	Use this secure file drop box to remotely upload photo identification and, if applicable, immigration information: https://misportal.jlab.org/accessdocuments

"Upon Arrival" Checklist

ⓘ Check in with your host upon arrival.	Check in with your host to finalize your onsite access.
---	---

CHECKLIST FOR VISIT 2023/02/24 - 2023/02/24

[Click here](#) to change your password.

Basic Guest Information [\[View Profile\]](#)

Guest Name: Kelt, Ron NMN (keron3198@gmail.com)

Editable Visits: • 2023/02/24 - 2023/02/24 (showing)

Register New Visit / Access

Manage Visits

Visit Information

Registration Type: VISITOR

Visit Status: Missing Forms


Institution: HREI


Visit Dates: 02/24/2023 - 02/24/2023


Visit Purpose: Interview


Edit Visit


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.




Standards of Conduct



Standards of Conduct Agreement.




ID/Immigration Documentation - Prior to JList upload




Use this secure file drop box to remotely upload photo identification and, if applicable, immigration information: <https://misportal.jlab.org/accessdocuments>

▼ "Upon Arrival" Checklist



Check in with your host upon arrival.



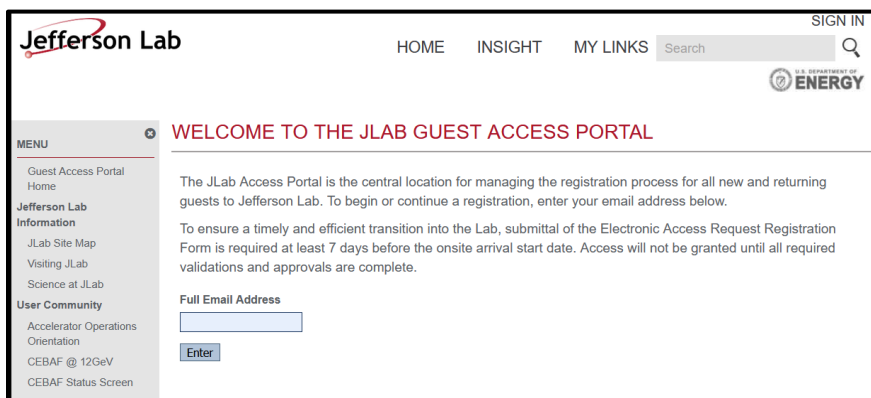
Check in with your host to finalize your onsite access.

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.

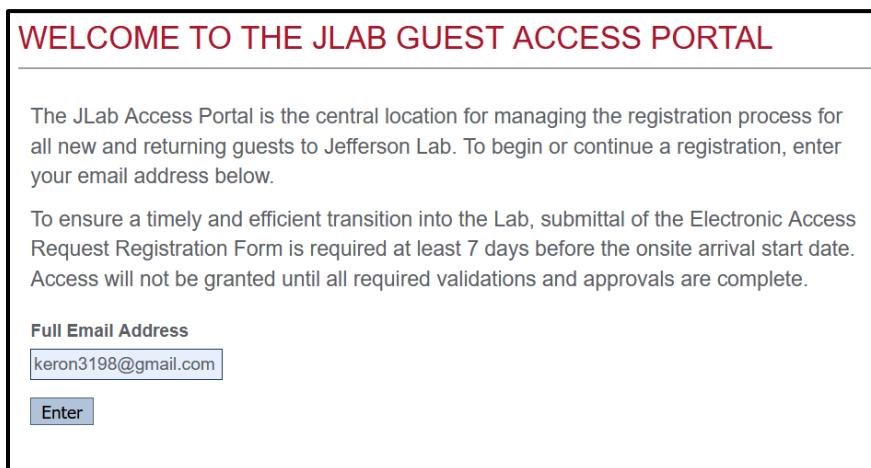
Submitting a User Registration:

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



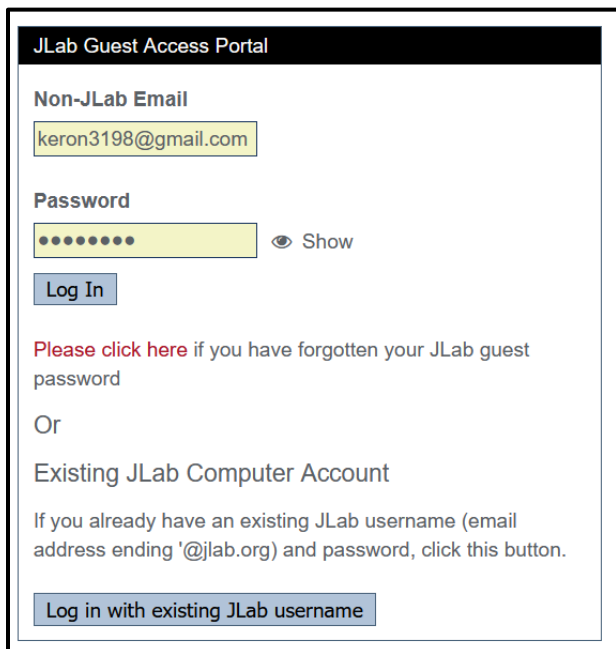
The screenshot shows the Jefferson Lab Guest Access Portal. At the top, there is a navigation bar with 'HOME', 'INSIGHT', and 'MY LINKS', along with a search bar and a 'SIGN IN' link. The Jefferson Lab logo is on the left, and the U.S. Department of Energy logo is on the right. A 'MENU' sidebar on the left lists various links. The main content area is titled 'WELCOME TO THE JLAB GUEST ACCESS PORTAL' and contains introductory text about the portal's purpose. Below the text is a form labeled 'Full Email Address' with a text input field and an 'Enter' button.

Enter your email address.



This is a close-up of the registration form. It features the heading 'WELCOME TO THE JLAB GUEST ACCESS PORTAL'. The text explains that the portal is for managing registration and that a 7-day advance submission is required. The 'Full Email Address' section shows the email 'keron3198@gmail.com' entered into the text field, with an 'Enter' button below it.

Select "Enter".



The screenshot shows the login page of the JLab Guest Access Portal. It has a title bar 'JLab Guest Access Portal'. The 'Non-JLab Email' section contains the email 'keron3198@gmail.com' in a text field. Below it is a 'Password' section with a masked input field (dots) and a 'Show' button. A 'Log In' button is positioned below the password field. A link 'Please click here' is provided for forgotten passwords. An 'Or' separator is followed by the 'Existing JLab Computer Account' section, which includes instructions and a 'Log in with existing JLab username' button.

Press "Log In".

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

[Click here](#) to change your password.

Basic Guest Information [\[View Profile\]](#)

Guest Name: Kelt, Ron NMN (keron3198@gmail.com)

Editable Visits: • 2023/08/01 - 2024/08/01 (showing)

[Register New Visit / Access](#)

[Manage Visits](#)

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:

[Edit Visit](#)

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. & 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.	 Check in with your host to finalize your onsite access.
 Acquire JLab Badge	 Make a badging 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.

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>.

GUEST REGISTRATION - EDIT/VIEW FORM #160157

Person: Ron Kelt
ORG: FMSS

Status: Saved
Date: 08/10/2023 12:12:39 PM

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

Guest Registration 160157

Name: Last (family) *
Kelt

First (given) *
Ron

Middle *
NMN

Date of Birth (mm/dd/yyyy) *
03/04/1971

Citizenship *
USA

Email Address *
keron3198@gmail.com

Country of Birth *
USA

JLab Type *
USER - ACTIVE

(If not a US citizen) Do you have a valid green card? *
N/A

User Funding
Clear

Dual Citizenship
Please use this field to report what other citizenship you claim, if applicable.
Dual Citizenship
Choose One if applicable

Are you a student?
No

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.tsa.gov/traveler-information/acceptable-ids>

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

What US state issued your current valid driver's license?
Virginia

Will you have a vehicle on-site? *
No

Vehicle Tag State

Vehicle Plate Number

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:

Local Address / Contact Information		
Line 1 *		
<input type="text" value="2323 Steel Magnolia Way"/>		
Line 2		
<input type="text"/>		
City *	State *	Zipcode *
<input type="text" value="Virginia Beach"/>	<input type="text" value="Virginia"/>	<input type="text" value="23464"/>
Local Phone *		
<input type="text" value="757-421-5555"/>		

Emergency Contacts(2)	
<p>NOTE: In addition to providing information to JLab in case of an emergency, the Emergency Contact information will be used by the Computer Center Help Desk to assist user account holders with resetting their password over the phone. If you plan to have a user account, even if you will not be coming on site, be sure to fill out this information completely and accurately.</p>	
Contact 1	Contact 2
Name *	Name *
<input type="text" value="Rhonda Peters"/>	<input type="text" value="Dan Kelt"/>
Relationship *	Relationship *
<input type="text" value="Sister"/>	<input type="text" value="Brother"/>
Address *	Address *
<input type="text" value="121 Elizabeth Way, Newport News, VA 23502"/>	<input type="text" value="555 Uplifting Way, Newport News, VA 23502"/>
Phone *	Phone *
<input type="text" value="(757) 555-9450"/>	<input type="text" value="(757) 290-7856"/>

Visit Information	
Dates on JLab site	Arrival Information
Start *	Completion *
<input type="text" value="08/01/2023"/>	<input type="text" value="08/01/2024"/>
Will you be arriving onsite at JLab either:	
after 5:00PM, on a weekend, or on a Holiday.	
<input checked="" type="radio"/> No <input type="radio"/> Yes	<input checked="" type="radio"/> No <input type="radio"/> Yes
<input checked="" type="radio"/> No <input type="radio"/> Yes	
Institution/Agency *	
<input type="text" value="Sunny Day Corporation (Test Company)"/>	
If you do not see your institution/company, please contact the JRIS office to have it added before submitting this form.	
User Employment Level *	
<input type="text" value="Postdoctoral Research Associate"/> <input type="button" value="Clear"/>	
JLab Host/Supervisor/SOTR (use full name or JLab email address) *	
<input type="text" value="(You would put your host name here)"/>	

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.

<p>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.*</p> <div>Working shifts; attending workshops</div>
<p>Do you expect Jefferson Lab to pay for any of your expenses? (Travel, stipend, etc.) or arrange travel for you.*</p> <div>No</div>
<p>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*</p> <div>No</div>
<p>Would you like to request a new JLab computer account?*</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No (For guests who do not already have a JLab Email Address)</p>
<p>User / Bridge Appointments</p> <p>Click here to sign up for the CEBAF Users Group Mailing List (CUGA)*</p> <p><input checked="" type="checkbox"/></p> <p>Click here to sign up for the SURAJULO Mailing List</p> <p><input type="checkbox"/></p> <p>* 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.</p> <p>Gender*</p> <div>Please choose below</div> <p>Ethnic Code**</p> <div>Please choose below</div> <p>** 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 work force 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.</p>
<p>Medical Insurance</p> <p>Do you have your own medical insurance policy that will provide you medical coverage while at JLab?*</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Medical Provider's name (Not JLab!)</p> <div>Optima</div> <p>Does your health care insurance provide coverage while visiting JLab?*</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>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:</p> <p><input checked="" type="checkbox"/> Covers medical treatment for me for emergency and non-emergency illnesses and injuries</p> <p><input checked="" type="checkbox"/> Extends to incidents occurring in another country or out of state at Jefferson Laboratory, Newport News, VA</p>

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.

I decline coverage under the Jefferson Lab Visitor Medical Insurance program. I understand that JSA will not be responsible for any medical costs I may incur while visiting and/or performing reserach at Jefferson Lab.

☒

NOTE to all users visiting Jefferson Lab: Most university medical and/or workers compensation insurance policies for students and staff do not cover injuries or illnesses occurring at a different or out of state work location other than the university site. Please check to ensure that your insurance covers you for incidents occuring at Jefferson Lab.

Student Information

Date degree expected/received *

Degree Expected

Bachelor's

☐

Master's

Is the Master's JLab related?

☐

☐ Yes ☐ No

Doctoral

Is the PhD JLab related?

☐

☐ Yes ☐ No

JLab Contact Person

Advisor 1

Advisor 2

Ph.D Thesis topic or description of research/technical activities:

Save Submit Reset

Signatures

There are no signatures

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

** 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 work force 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.

Fix the errors and select "Submit."

Once submitted, it will return to this screen and show a green checkmark to show completed.

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

Click here to change your password.

Basic Guest Information [View Profile]

Guest Name: Kelt, Ron NMN (keron3198@gmail.com)

Editable Visits: • 2023/08/01 - 2024/08/01 (showing)

Register New Visit / AccessManage Visits

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

Edit Visit

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. & 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.

Check in with your host to finalize your onsite access.

Acquire JLab Badge

Make a badging 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.

Page 20 of 28

CV & Institution Verification:

Now, we will go to the CV & Institution Verification.

[HOME](#) [INSIGHT](#) [MY LINKS](#)

Future Visits: • 2023/09/01 - 2024/09/01 (showing)

[Register New Visit / Access](#) [Manage Visits](#)

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

[Edit Visit](#)

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. & 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.

Check in with your host to finalize your onsite access.

GUEST CURRICULUM VITAE AND INSTITUTION VERIFICATION - EDIT/VIEW FORM #160159

Person: Ron Kelt
ORG: FMSS

Status: Saved
Date: 08/10/2023 01:02:19 PM

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

Guest Curriculum Vitae and Institution Verification 160159

Curriculum Vitae

A CV must be provided for each foreign national conducting research at laboratories and entered into the FACTS database. CVs must include all employment activities, since the age of 18 years, and provide all of the foreign national's science and technology specialties. CVs must also include the current/accurate name of all academic institutions attended, and all degree/diplomas earned. There should be no lapses in time over the past 10 years.

[Browse...](#) No file selected.

[Clear Selection](#)

Institution Verification Documentation

You are required to submit proof of current affiliation, such as badge, ID card, business card, or a purchase order. You have the option of uploading this document during the access registration process before arrival or to bring with you and present at check-in upon arrival. Lab access will not be granted without the proof of institution affiliation.

[Browse...](#) No file selected.

[Clear Selection](#)

For both sections, all documents must be in the English Language.

[Save](#) [Submit](#)

Signatures

There are no signatures

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.

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

Click [here](#) to change your password.

Basic Guest Information [\[View Profile\]](#)

Guest Name: Kelt, Ron NMN ([keron3198@gmail.com](#))

Editable Visits: • 2023/08/01 - 2024/08/01 (showing)

Register New Visit / Access

Manage Visits

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

Edit Visit

Icon Legend

Informational

Required Task

Required Task In Progress

Required Task Completed

Help Mouseover

▼ "Before Arrival" Checklist

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

▼ "Upon Arrival" Checklist

<div><div></div><div>Check in with your host upon arrival.</div></div>	<div><div></div><div>Check in with your host to finalize your onsite access.</div></div>
<div><div></div><div>Acquire JLab Badge</div></div>	<div><div></div><div>Make a badging appointment. Appointment must be on or after your start date.</div></div>
<div><div></div><div>JLab User and Employee Concerns Program</div></div>	<div><div></div><div>Report concerns using the ECP</div></div>
<div><div></div><div>Accident/Injury Reporting</div></div>	<div><div></div><div>Guidelines for Users for reporting accidents and injuries.</div></div>

Page 22 of 28

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: Kelt, Ron NMN ([keron3198@gmail.com](#))

Editable Visits: • 2023/08/01 - 2024/08/01 (showing)

[Register New Visit / Access](#) [Manage Visits](#)

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

[Edit Visit](#)

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. & 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.	 Check in with your host to finalize your onsite access.
	Acquire JLab Badge	 Make a badging 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.

Guest Curriculum Vitae and In...

User/Collaborator Agreement

+

←

→

↻

🔒

https://misportal.jlab.org/railsForms/guest/user_agreements/152555/user_view/9b2a510a-9122-4396-813a-28389bd88fa6?returnTo=https%3A%2F%2Fmisportal.jlab.org%2FjabAccess%2Fguests%2F3838...

90%

🌟

☰

Person: Ron Kelt

ORG: FMSS

Status: Saved

Date: 04/18/2023 05:13:24 PM

JSA

THOMAS JEFFERSON NATIONAL ACCELERATOR FACILITY

12000 Jefferson Avenue

Newport News, VA 23606

Phone: (757) 269-7100

User/Collaborator Agreement #152555

User/Collaborator

Ron Kelt

Email Address(es)

• keron3198@gmail.com

JEFFERSON SCIENCE ASSOCIATES, LLC

THOMAS JEFFERSON NATIONAL ACCELERATOR FACILITY

User/Collaborator Agreement

(Non-Proprietary)

This Agreement is entered into between the User/Collaborator, and the Jefferson Science Associates, LLC (JSA), which holds the managing and operating contract for the Thomas Jefferson National Accelerator Facility (JLab) under contract number DE-AC05-06orR23177 for the U.S. Department of Energy (DOE).

In consideration of the mutual benefits arising from this Agreement, including those accruing to JSA/JLab as a result of its association with the Collaborator, and to the Collaborator as a result of its association with JSA/JLab's staff, the parties agree as follows:

- Description of Collaborative Efforts**

This agreement shall apply to all experiments and/or collaborative efforts at JLab carried out by the Collaborator. The Collaborator shall be permitted to use the JSA/JLab facilities to perform approved experiments or for on-site collaborative efforts with JSA/JLab staff or others (including other Collaborators). It is the Collaborator's responsibility to inform JSA/JLab of any changes in status that could affect the provisions of this agreement. All experiments and/or research conducted under this agreement shall be nonproprietary in nature, published in open literature, and considered part of the public domain. Any exceptions shall require the application of appropriate terms and conditions before such work is undertaken.

The Collaborator and JSA/JLab shall both participate in the reciprocity/mutual exchange of ideas, research knowledge, and/or unique skills to stimulate development of scientific apparatus, foster collaborative teaching, lecturing and research efforts between institutions.
- Personnel**

Although the Collaborator is not considered an employee or agent of JSA/JLab, the Collaborator agrees to engage in the administrative and technical supervision of JSA/JLab during and in connection with their experiments and collaborative efforts, and to abide by all applicable policies and procedures of JSA/JLab while on the site; to specifically include adherence of all Environment, Safety Health and Quality requirements.

User/Collaborator Unique Link: https://misportal.jlab.org/railsForms/guest/user_agreements/152555/user_view/9b2a510a-9122-4396-813a-28389bd88fa6

By clicking the checkbox and submitting you attest that you are Ron Kelt and that you agree to the User/Collaborator Agreement above.

Accept Terms and Conditions

☐

Submit

You must read through the User/Collaborator Agreement; accept the terms and conditions and select “Submit.”

Guest Curriculum Vitae and In...

User/Collaborator Agreement

+

←

→

↻

🔒

https://misportal.jlab.org/railsForms/guest/user_agreements/152555/user_view/9b2a510a-9122-4396-813a-28389bd88fa6?returnTo=https%3A%2F%2Fmisportal.jlab.org%2FjabAccess%2Fguests%2F3838...

90%

🌟

☰

Person: Ron Kelt

ORG: FMSS

Status: Saved

Date: 04/18/2023 05:13:24 PM

JSA

THOMAS JEFFERSON NATIONAL ACCELERATOR FACILITY

12000 Jefferson Avenue

Newport News, VA 23606

Phone: (757) 269-7100

User/Collaborator Agreement #152555

User/Collaborator

Ron Kelt

Email Address(es)

• keron3198@gmail.com

JEFFERSON SCIENCE ASSOCIATES, LLC

THOMAS JEFFERSON NATIONAL ACCELERATOR FACILITY

User/Collaborator Agreement

(Non-Proprietary)

This Agreement is entered into between the User/Collaborator, and the Jefferson Science Associates, LLC (JSA), which holds the managing and operating contract for the Thomas Jefferson National Accelerator Facility (JLab) under contract number DE-AC05-06orR23177 for the U.S. Department of Energy (DOE).

In consideration of the mutual benefits arising from this Agreement, including those accruing to JSA/JLab as a result of its association with the Collaborator, and to the Collaborator as a result of its association with JSA/JLab's staff, the parties agree as follows:

- Description of Collaborative Efforts**

This agreement shall apply to all experiments and/or collaborative efforts at JLab carried out by the Collaborator. The Collaborator shall be permitted to use the JSA/JLab facilities to perform approved experiments or for on-site collaborative efforts with JSA/JLab staff or others (including other Collaborators). It is the Collaborator's responsibility to inform JSA/JLab of any changes in status that could affect the provisions of this agreement. All experiments and/or research conducted under this agreement shall be nonproprietary in nature, published in open literature, and considered part of the public domain. Any exceptions shall require the application of appropriate terms and conditions before such work is undertaken.

The Collaborator and JSA/JLab shall both participate in the reciprocity/mutual exchange of ideas, research knowledge, and/or unique skills to stimulate development of scientific apparatus, foster collaborative teaching, lecturing and research efforts between institutions.
- Personnel**

Although the Collaborator is not considered an employee or agent of JSA/JLab, the Collaborator agrees to engage in the administrative and technical supervision of JSA/JLab during and in connection with their experiments and collaborative efforts, and to abide by all applicable policies and procedures of JSA/JLab while on the site; to specifically include adherence of all Environment, Safety Health and Quality requirements.

User/Collaborator Unique Link: https://misportal.jlab.org/railsForms/guest/user_agreements/152555/user_view/9b2a510a-9122-4396-813a-28389bd88fa6

By clicking the checkbox and submitting you attest that you are Ron Kelt and that you agree to the User/Collaborator Agreement above.

Accept Terms and Conditions

☒

Submit

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

[Click here](#) to change your password.

Basic Guest Information [\[View Profile\]](#)

Guest Name: Kelt, Ron NMN (keron3198@gmail.com)

Editable Visits:

2023/08/01 - 2024/08/01

(showing)

Register New Visit / Access

Manage Visits

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

Edit Visit

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. & 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.

Check in with your host to finalize your onsite access.

Acquire JLab Badge

Make a badging **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.

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).

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

[Click here](#) to change your password.

Basic Guest Information [\[View Profile\]](#)

Guest Name: Kelt, Ron NMN (keron3198@gmail.com)

Editable Visits:

2023/08/01 - 2024/08/01

(showing)

Register New Visit / Access

Manage Visits

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

Edit Visit

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. & 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.

Check in with your host to finalize your onsite access.

Acquire JLab Badge

Make a badging **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.

Page 25 of 28

PHOTO ID/IMMIGRATION DOCUMENTATION - EDIT/VIEW FORM #160160

Person: Ron Kelt
ORG: FMSS

Status: Saved
Date: 08/10/2023 01:32:52 PM

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 drivers 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 visa entry stamp in passport, current I-94, I-20, DS 2019, EAD (front and back), Green Card (front and back), I 797A approval notice.

Attachments *

Upload your attachments here

There are no attachments

Add File

Submit Delete

Signatures

There are no signatures

Click on "Add File."

PHOTO ID/IMMIGRATION DOCUMENTATION - EDIT/VIEW FORM #160160

Person: Ron Kelt
ORG: FMSS

Status: Saved
Date: 08/10/2023 01:32:52 PM

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 drivers 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 visa entry stamp in passport, current I-94, I-20, DS 2019, EAD (front and back), Green Card (front and back), I 797A approval notice.

Attachments *

Upload your attachments here

There are no attachments

Add File

Upload your attachments here

File

Browse... This is a placeholder only.docx

Upload Attachment

Cancel

Submit Delete

Signatures

There are no signatures

Click on "Browse," Locate the document, and press "Upload Attachment."

PHOTO ID/IMMIGRATION DOCUMENTATION - EDIT/VIEW FORM #160160

Person: Ron Kelt
ORG: FMSS

Status: Saved
Date: 08/10/2023 01:32:52 PM

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 drivers 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 visa entry stamp in passport, current I-94, 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 Kelt	08/10/2023 01:33:59 PM	Delete Attachment
Showing 1 to 1 of 1 entries			
First Previous 1 Next Last			

Add File

Submit Delete

Signatures

There are no signatures

Press "Submit"

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

[Click here](#) to change your password.

Basic Guest Information [View Profile](#)

Guest Name: Kelt, Ron NMN (keron3198@gmail.com)

Editable Visits: • 2023/08/01 - 2024/08/01 (showing)

Register New Visit / Access Manage Visits

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

Edit Visit

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.
Required Task Sponsor Form	Host/Sponsor Form. Requires host/sponsor to complete.
✓ C.V. & 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.
Informational ORCID iD	Register an ORCID iD with Jefferson Lab

"Upon Arrival" Checklist

Informational Check in with your host upon arrival.	Informational Check in with your host to finalize your onsite access.
Informational Acquire JLab Badge	Informational Make a badging appointment. Appointment must be on or after your start date.
Informational JLab User and Employee Concerns Program	Informational Report concerns using the ECP
Informational Accident/Injury Reporting	Informational 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.

JLIST - GUESTS NEEDING SPONSOR							
Show 10 entries				Filter By: kelt			
Name (Last, First) ^	Visit JLab Type ^	Citizenship ^	Current Vist Start ^	Current Registration Date ^	Current Visit Status ^	# Upcoming Visits ^	Comments ^
Kelt, Ron	USER - ACTIVE	USA	2023/08/01	2023/08/10	Needs Sponsor	1	
Showing 1 to 1 of 1 entries (filtered from 8 total entries)							First Previous 1 Next Last

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/>