

Computing and Onsite Access Request Form

For Users and Affiliates

This form is for Affiliates and Users who need computing access (either new or renewing) and an ID badge (if applicable)

Please ask your Fermilab Point of Contact or your [Affiliation's Site Access Coordinator](#), if you need help with this form. If you still need help, email CampusAccess@fnal.gov with questions on this form.

Pg.# Step

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- 2 Have you previously submitted a form, or have you ever had an ID badge before?
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Reason for access:

Choose your worker type from the drop-down menu (see definitions link on our website for more info). Then click “Next”

* Reason for access request

-- None --

-- None --

Affiliate or User - Requires access (remote and/or onsite) to Fermilab/facilities/resources and/or requires unescorted/after-hours access

Authorized Guest - Does not generally have business with Fermilab but needs to access facilities such as day care, village housing, or the gym.

Business visitor - Participates in a meeting, conference, review, VIP event, or procurement vendor visit (not active user/affiliate)

Sub-Contractor - Works at Fermilab via a Procurement-managed subcontract with the Fermi Research Alliance.

Next

Have you previously submitted a Fermilab Access Request form, or have you ever had a Fermilab ID badge or a Fermilab computing account?

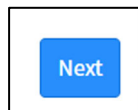
We need to know if you have had access (computing and/or ID badge) with us before so that the systems don't create a duplicate profile and Fermi ID number for you.

If you have had access in the past but do not remember your ID number, please email CampusAccess@fnal.gov and we will be happy to give that to you.

If you have not had access with us before, select “No” and then click “Next.”

* Have you previously submitted a Fermilab Access Request Form, or have you ever had a Fermilab ID badge or a Fermilab computing account (Services, Kerberos, etc.)?

No



If you have had access with us before, select “Yes,” and then select how you want to link your previous profile/Fermi ID to this form.

* Have you previously submitted a Fermilab Access Request Form, or have you ever had a Fermilab ID badge or a Fermilab computing account (Services, Kerberos, etc.)?

Yes

* How can we find your previous information?

-- None --

-- None --

Associated Email Address

Associated Phone Number

Your previous Fermilab ID Number

The option that you pick from that drop-down will then prompt a new field for you to enter that information: email address, phone number or Fermi ID number (must be 5 digits plus V)

* How can we find your previous information?
Associated Phone Number

* Country code

* Area code

* Associated Phone Number

* How can we find your previous information?
Associated Email Address

* Associated Email Address

* How can we find your previous information?
Your previous Fermilab ID Number

* Your previous Fermilab ID Number

▼ More information
Please include numeric and alphanumeric numbers (e.g. 34356V)

Enter your information (email, phone, ID number) and a pop-out window will appear with information associated with that email/phone/ID.

- If this information is correct, click “Confirm.” You can also use the drop-down to pick a different profile.
- If it is not correct, click “Cancel” and email CampusAccess@fnal.gov for help.

Select user

Please select your most recent account

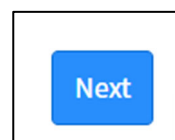
Kim*** Pea*** From 2012-12-10 To Fermilab

Confirm Cancel

▼ More information
Please include numeric and alphanumeric numbers (e.g. 34356V)

16091N

Click “Next” at the bottom right when you are done




User Affiliation:

Point of Contact: this is the contact person who you are working with at Fermilab and who can vouch for your identity and affiliation (you will be asked to provide a home institution point of contact later on this form).

Click on the magnifying glass to the right of the field to search for your Fermilab point of contact.

* Point of contact : Your Fermilab contact is a member of your experiment/division who can vouch for your identity and affiliation

Click Magnifying Glass 






On the screen that pops up, type part of the person's name in the search field and hit "enter." If you have trouble finding your POC on this list, try searching by just the first name or just the last name.

Click on the person's name to select them.

Persons Search for text

All > Keywords = pearce

Preferred full name Name

Search	Search
 [REDACTED]	FI/BU
 <u>Kimberly Pearce</u>	WR/CV/VI
 <u>Tim Wiley</u>	WR/CV/VI/ACO
 <u>Michelle North</u>	WR/CV/VI/ACO
 <u>Linda Granbur</u>	WR/CV/VI/ACO

Fermilab Experiment, Project, Division, or Section affiliation: if you are unsure, ask your Fermilab contact for help.

This is a drop-down menu in alphabetical order. If you have trouble finding an experiment that you believe should be on this list, email CampusAccess@fnal.gov for help.

* What is your Fermilab Experiment, Project, Division, or Section affiliation? If you are unsure, ask your Fermilab contact.


DUNE - DEEP UNDERGROUND NEUTRINO EXPERIMENT ▼

If you are working with more than one affiliation, please list additional ones in the next field by clicking the magnifying glass and searching for additional affiliations (you can repeat this step to add more).

If applicable, please identify any additional Fermilab Experiments, Projects, Divisions, or Sections affiliations.

▼ Disclaimer

Approvals will be required for each selected affiliation. Please be aware that this may delay your request process.

Click Magnifying Glass 

Lab Affiliations | ServiceNow - TRAINING Instance - Google Chrome

fermitrn.servicenowservices.com/u_lab_affiliation_list.do?sysparm_target

Lab Affiliations Search Name

All > Active = true > Validators ISNOTEMPTY > User supervisory org is not empty

≡ Name ▲

*cms

- CMS AT FERMILAB
- CMS FORWARD CALORIMETRY R&D
- CMS Outer Tracker R&D

Professional Class: **Please do NOT pick "Visitor – DOE," unless you are an employee of DOE.*

This is a drop-down menu in alphabetical order. Pick the title that best describes your work with Fermilab.

* Professional Class

Visiting Scientist (other) ▼

Describe the research and/or technology you will be working on at Fermilab. This field is required; please be specific so that the approvers understand why you are requesting access.

* Please briefly describe the research and/or technology you will be working on at Fermilab.

Test affiliate/user form|

Funding for Per diem, lodging, car rental, travel, or none:

You MUST check a box (check “None,” if these don’t apply). If you are receiving reimbursement funds for any of these items from Fermilab, please check the appropriate box(es). If you check any of these boxes, this is not a reservation of those services (i.e. this does NOT serve as rental car or Lodging reservation); you must also complete those additional processes outside of this form.

Are you receiving any of the following from Fermilab? (Check all that apply)

<input type="checkbox"/>	Per diem
<input type="checkbox"/>	Lodging
<input type="checkbox"/>	Car rental
<input type="checkbox"/>	Travel
<input checked="" type="checkbox"/>	None

Access to Fermilab’s Computing systems. Affiliates/Users automatically get computing access. Please put the dates that you need access. Click on the calendar symbol to the right to choose the dates.


- If you are renewing your access, these dates will auto-populate your current expiration date as the “From” date and one year from that as the “To” date.
- If you are new, you can put up to one year for your date range.
- You will only have access for these dates, even if you previously had a longer access date.
 - For example, if your current access end date is one year from now but you put only 6 months from now as the “To” date on this form, your access will end in 6 months rather than one year. (your most recent access request determines your dates)

When will you need access to Fermilab's computing systems?


▼ More information

Enter the start and end dates of when you will need a computing account or remote access. The dates cannot exceed one year.

* From

2022-07-26 

* To

2023-07-26 

Will you be coming onsite to Fermilab?

If you will be onsite, you are **REQUIRED** to have an ID badge, so please answer “yes” and put the dates you need a badge for.

If you answer “no” to this question, click “Next” and move on to the next screen.

- These dates will auto-populate to match the computing dates that you entered above; you can edit them, if you need/want to
- You can put up to one year for the date range.
- If you will be coming back and forth to the lab throughout the year, put one year for your dates and then answer “Intermittently” to the next question.
- If you will be at the lab for the duration of the dates you put on this form, pick “Continuously” on the next question.

* Will you be coming onsite to Fermilab?

Yes

-- None --

Yes

No

* From

2022-07-26

* To

2023-07-26

* Will you be working at the Fermilab site continuously or intermittently?

-- None --

-- None --

Continuously - I will be working at the Fermilab site for the duration of my contract.

Intermittently - I will be going back and forth between the Fermilab site and other institutions.

What Fermilab business site will you be located at? The only options are Batavia, Illinois or Lead, South Dakota.

* What Fermilab business site will you be located at?

-- None --

-- None --

Batavia, Illinois

Lead, South Dakota

Primary work location: ask your Fermilab contact for this information, if you don't know it. If you/your contact are unsure, choose "Don't Know."

* What will your primary work location be?

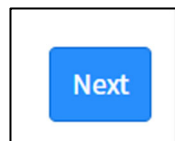
Don't Know

Will you be requesting Fermilab Housing? Answering "Yes" to this question is NOT a reservation of Housing; it only alerts Housing that you are approved to be onsite for the date range on this form. You will still need to follow the Housing process in order to reserve your lodging.

* Will you be requesting Fermilab housing?

Yes

Click "Next" at the bottom right when you are done.



Personal Information:

Fill in all the fields on this page that have red asterisks.

Name:

- You must put your LEGAL name, as it appears on your photo ID
- If you also have a preferred name, enter that in the Preferred Name field
- If you do NOT have a preferred name, click the box that says “Use legal name as preferred name”
- If you do not have a middle name/initial, put “NMI” in the middle initial field
- If you have had access before and confirmed your information on the previous screen, some of the information on this page will already be filled in; please double check it to make sure it is accurate

Please provide your information.

* Legal First name
Jonathan

* Legal Middle initial
David

* Legal Last name
Smith

Use legal name as preferred name

* Preferred first name
John

* Preferred middle initial
D.

* Preferred last name
Smith

Please provide your information.

* Legal First name
Jonathan

* Legal Middle initial
NMI

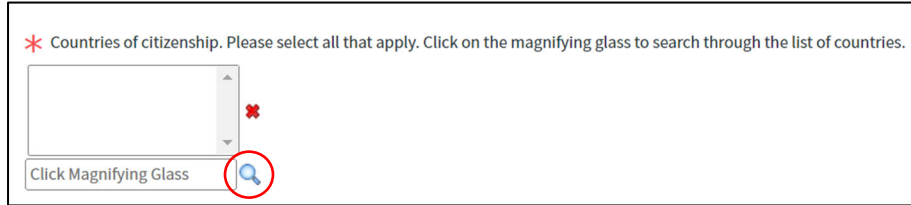
* Legal Last name
Smith

Use legal name as preferred name

NMI = “No Middle Initial”

Enter a preferred name or check the box that says “Use legal name as preferred name”

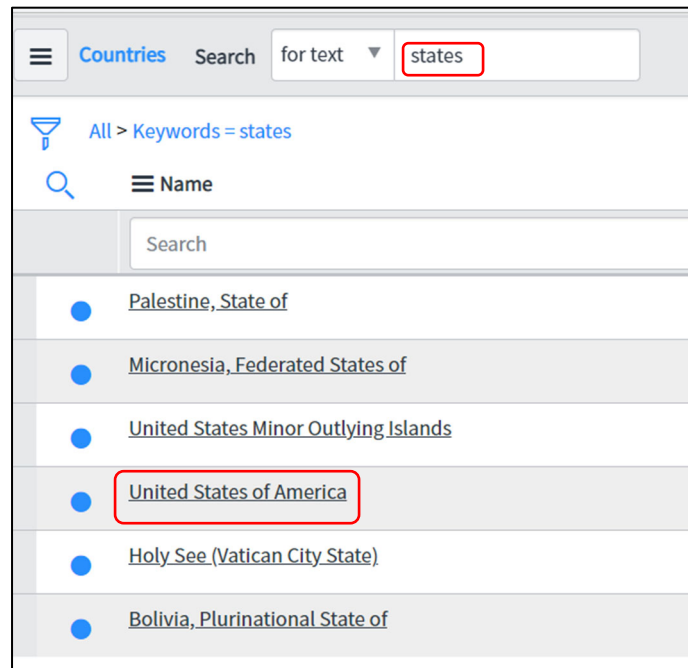
To pick your country (or countries) of citizenship, you must click on the magnifying glass to the right of the search field.



In the screen that pops up, you can type the country (or part of it) in the Search field and hit enter.

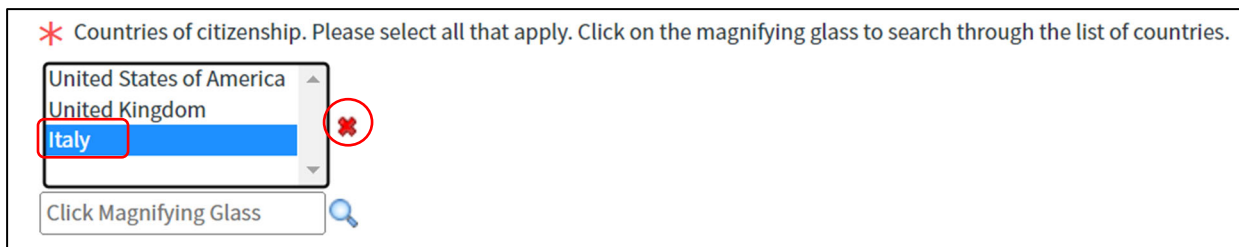
Then click on the country* that you want to select.

*If you are a legal permanent resident (have a green card), do NOT pick United States of America as your country of citizenship.



To select another country (for more than one citizenship), click on the magnifying glass again and repeat the above process.

If you have picked a country in error, you can click on it to select it and then click the red X to the right of the country list to delete it.



If you are not a US Citizen, you will also need to answer the question “Are you a U.S. Legal Permanent Resident (LPR)?”

If you have a green card, please answer “Yes” to this question. If you do not, then answer “No.”

Are you a U.S. Legal Permanent Resident (LPR)?

Yes ▾

At least the Country and City of Birth are required:

- Country and Region of birth are a drop-down menu in alphabetical order.
- City of birth is a free type field
- Region of birth is only REQUIRED for those born in the US (Region = State), however, if you know the region, please enter it

* Country of birth

United Kingdom

Region of birth

Merseyside

* City of birth

Liverpool

Date of Birth

- You can click on the Calendar icon or type in the DOB
- DOB must be in Year-Month-Day (YYYY-MM-DD) format (i.e. the example below is September 8th, not August 9th)

* Date of birth

1999-09-08



Free-text field

Calendar function

Gender

- Legal gender is required to be either Female or Male
- If you would like to enter a different Gender identity, you may use the next field to do that, or you can leave it as “—None—”

* Legal gender

Male

Gender identity

-- None --

Gender identity

-- None --

-- None --

Agender

Female

Gender Variant

Genderqueer

Male

Nonbinary

Two-Spirit

Marital Status, Race/Ethnicity, and Disability are NOT required, but you are welcome to enter them, if you want to.

- If you do not want to enter these, leave them as “—None—”
- If you click the “Disability” checkmark, it will ask you for more information in order to make accommodations for you

Marital status

-- None --

Race/Ethnicity

-- None --

Disability

Marital status

Married (United States of America)

Race/Ethnicity

White (Not Hispanic or Latino) (United States of America)

Disability

* Accommodations requested

additional information for accommodations

ORCID is NOT required; if you don't have one, you can skip this field.

If you have one, enter it in the format listed (with a dash between each 4 digits)



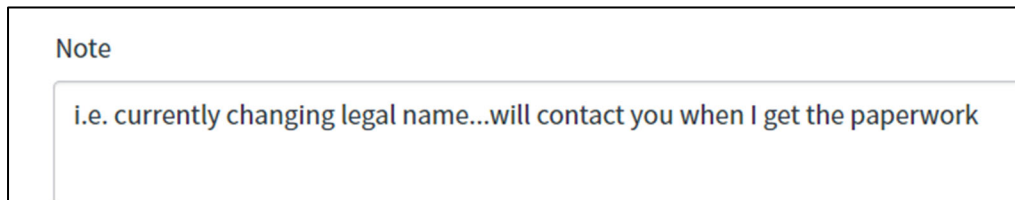
Your ORCID

▼ More information

(If you don't remember it, <https://orcid.org/signin>)

XXXX-XXXX-XXXX-XXXX

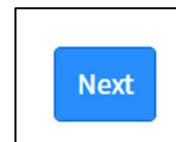
If you have additional notes, please enter them at the bottom of the page. They are NOT required.



Note

i.e. currently changing legal name...will contact you when I get the paperwork

- Click “Next” at the bottom right when you are done

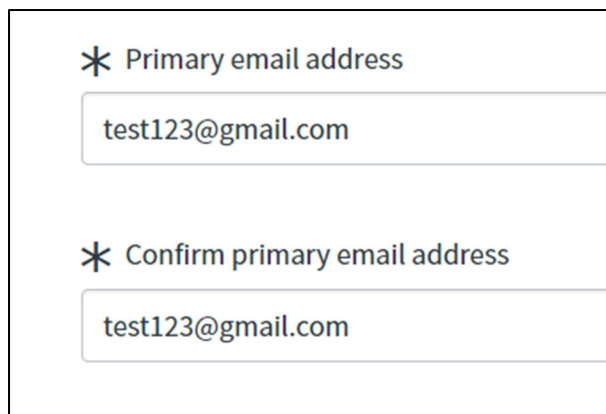


Primary Contact Information:

Fill in all the fields on this page that have red asterisks.

Email address:

- You cannot use an email address that someone else is already registered with (i.e. users must have their own individual email address and cannot use a general institution address)
- All future correspondence regarding your access will go to this email address so *please make sure it is correct!*
- If you are new, you will have to type the email address twice to confirm that it is correct



* Primary email address

test123@gmail.com

* Confirm primary email address

test123@gmail.com

Phone number

- Please enter the type of phone (i.e. mobile, landline, etc.) as well as the country code and the phone number
- The phone device and country code fields are drop-down menus in alphabetical order
- The primary phone number* is a free-type field
 - *phone numbers must match the format for the country; you will get an error message if the phone number is not recognized as correct for that country

Please enter your primary phone information.

* Primary phone device
Mobile Phone

* Primary country phone code
United States of America (+1)

* Primary phone number
6308403000

Primary Address

- This should be your mailing address
- The Address country is a drop-down menu in alphabetical order
- The primary address line 1 cannot be more than 24 characters long
- The format of the required fields will change depending on the country (i.e. the “state” is only available for US addresses while “regions” are available for other countries)

Please enter your primary address information.

* Primary address country
United States of America

* Primary address line 1
1000 N Main St

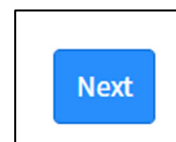
Primary address line 2

* Primary address city
Batavia

* Primary address state
Illinois

* Primary address postal code
60510

- Click “Next” at the bottom right when you are done



If you want to enter an additional mailing address, phone number, or email address, you can enter this on this page, but it is not required.

If applicable, please provide additional contact information else click "Next".

Please enter additional contact address
▶ More information

Additional address country
United Kingdom

* Additional address line 1
William Brown St

Additional address line 2

* Additional address city
Liverpool

Additional address state
Merseyside

* Additional address postal code
L3 8EN

Please enter additional contact phone
▶ More information

* Additional phone device
Telephone

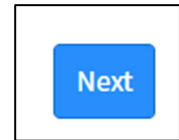
* Additional country phone code
United Kingdom (+44)

* Additional phone number
1514784393

Please enter additional contact email

Additional email address
test123@yahoo.com

- Click "Next" at the bottom right when you are done



Home Institution:

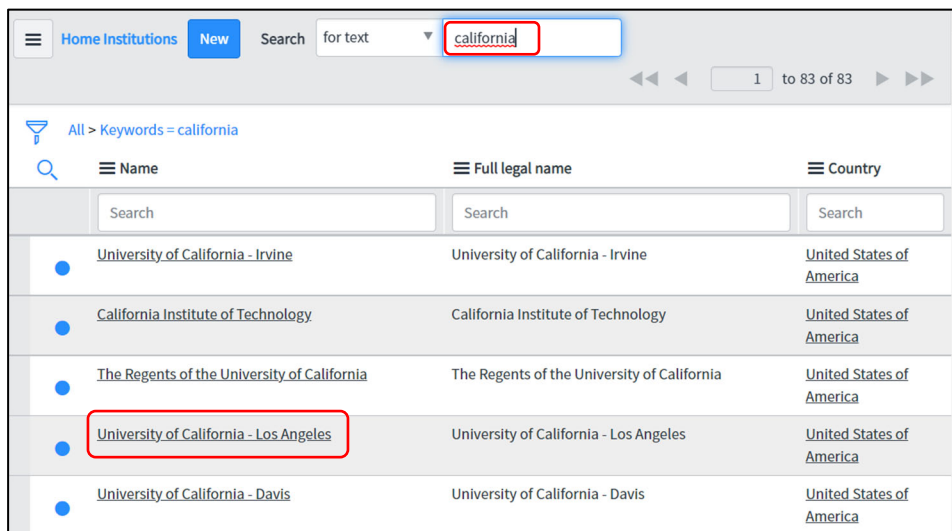
The Home Institution list is a search field.

- Click on the magnifying glass to the right to open the search box.
- In the screen that pops up, you can type part of the institution name and hit enter. Then click on the correct institution in the results that appear. This will auto populate the address of the institution, if it is already in our database. If it is not, you may need to enter the address information for the institution.
- If your home institution is not on the list, pick “Other” and type in the institution information. This may slow the approval process down (it can add 2-4 weeks), since it will then need to go through an Agreements review process between Fermilab and the institution.



* Home institution
▶ More information

University of California - Los Angeles



Home Institutions Search for text 1 to 83 of 83

All > Keywords = california

<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
Name	Full legal name	Country
University of California - Irvine	University of California - Irvine	United States of America
California Institute of Technology	California Institute of Technology	United States of America
The Regents of the University of California	The Regents of the University of California	United States of America
University of California - Los Angeles	University of California - Los Angeles	United States of America
University of California - Davis	University of California - Davis	United States of America

Home Institution point of contact (this CANNOT be yourself):

Enter the first name, last name, email address, and phone number for your institution point of contact.

Click "Next" at the bottom right when you are done

* Your Institution point of contact first name : It cannot be yourself

▼ More information

Your institution point of contact is your advisor or your supervisor at your institution.

Test First Name

* Institution point of contact last name

Institution Last Name

* Institution point of contact email

test@ca.edu

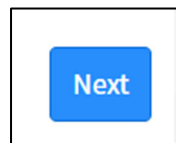
Please enter your institution point of contact's phone number along with the country code.

* Country code

United States of America (+1)

* Phone number

6308403000



The next screen will ask if you have additional institutions that you are working with. If you do not have any, you can leave it blank and click "Next" at the bottom of the screen. If you have additional institutions, you can list anywhere from 1 to 5 institutions on this page.

Additional Institutions

Additional Institution 1
▶ More information

Additional Institution 2
▶ More information

Additional Institution 3
▶ More information

Additional Institution 4
▶ More information

Additional Institution 5
▶ More information

Previous **Next**

You can leave these blank, if this is not applicable, and click "next" to move to the next screen

Additional Institutions

Additional Institution 1
▶ More information

Florida International University

Additional Institution 2
▶ More information

Istituto Nazionale di Fisica Nucleare

Additional Institution 3
▶ More information

Additional Institution 4
▶ More information

Additional Institution 5
▶ More information

Previous **Next**

Or, you can fill in any additional institutions that you are working with before clicking "next" to move to the next screen

Emergency Contact Information

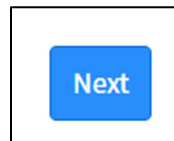
You CANNOT put yourself as your emergency contact. This is someone we would contact on your behalf in case of an emergency. Please enter the first name, last name, relationship, and phone number; email address is not required but if you have it, you can also enter that.

* First Name	<input type="text" value="Test"/>
* Last Name	<input type="text" value="Contact"/>
* Relationship	<input type="text" value="Spouse"/>
Email	<input type="text" value="test@gmail.com"/>

Please enter your emergency contact's phone number along with the country code.

* Country code	<input type="text" value="United States of America (+1)"/>
* Phone number	<input type="text" value="6308403000"/>

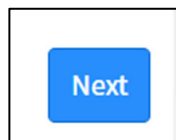
Click "Next" at the bottom right when you are done.



Foreign Government Disclosure

If you answer "no," you can just click "Next" at the bottom right.

* I am currently participating in a foreign-government organized, managed, or funded talent recruitment program
▶ More information
<input type="text" value="No"/>



If you answer “Yes,” additional questions will pop open; you are required to answer these questions in order to move to the next step.

* Is the foreign government-sponsored talent recruitment program directly or indirectly associated with China (including Hong Kong), North Korea, Russia, or Iran? If so, identify the country.

-- None --

-- None --

China (including Hong Kong)

Iran

North Korea

Russia

Other

If you click “Other” for the answer to the second question

- You will need to click the magnifying glass on the country selection box that pops up, and then search for and choose the correct country.
- If you need to remove a country and start over, select the country and click the red X

If not one of those four countries, please identify the country.

Click Magnifying Glass

If not one of those four countries, please identify the country.

Argentina

Click Magnifying Glass

Countries | ServiceNow - TRAINING Instance - Google Chrome

fermitrn.servicenowservices.com/core_country_list.do?syspa

Countries Search Name king

Name

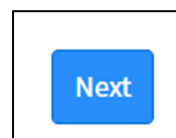
*king

United Kingdom

* Describe your current participation in the identified foreign government-sponsored talent recruitment program.

Test case for user/affiliate documentation

Click “Next” at the bottom right when you are done.



Acknowledgements

Click on the “here” link to open the policy

Read the policy and instructions, then click the box to the left of “I agree”

The screenshot shows three sections of acknowledgements, each with a 'here' link and an 'I Agree' checkbox. Red boxes highlight the 'here' links, and red arrows point from a central box labeled 'Click here to open the policy' to each of these links. The 'I Agree' checkboxes are also circled in red.

Fermilab Policy on Computing
You must read, understand and agree to comply with the Fermilab Computing Policy.
The Fermilab Computing Policy can be found [here](#)
By checking this box, you are confirming that you read and agree to abide by Fermilab Computing Policy

I Agree

Export Control Awareness Training
You must read, understand and agree to comply with the Export Control Policy.
The Export Control Policy can be found [here](#)
By checking this box, you are confirming that you read and agree to abide by Export Control Policy.

I Agree

Community Standards Agreement
You must read, understand and agree to comply with the Fermilab statement of Community Standards.
The Statement of Community Standards can be found [here](#).
It provides the baseline expectations for conduct by all members of the Fermilab community.
By checking this box, you are confirming that you read and agree to abide by Fermilab's Statement of Community Standards and that you acknowledge that your information may be shared with DOE.

I Agree

Click here to open the policy

For Export Control, click on “here” to pull up the training. You must read the training slides and enter the code from the last slide in the “validation code” text field in order to “pass” this training

The screenshot shows the 'Export Control and Computer Training for Contingent Workers' section. It includes a 'here' link and a text field for a validation code. Red boxes highlight the 'here' link and the validation code field.

Export Control and Computer Training for Contingent Workers
You must read, understand and agree to comply with the Export Control and Computer Training for Contingent Workers.
The Export Control and Computer Training for Contingent Workers can be found [here](#).

Enter the validation code from the training link

validation code goes here

Upload documents

- Uploads need to be in a pdf/jpg/jpeg format. **Do NOT upload a heic** (apple/iphone) format, as we are unable to open these documents in our systems.
- You must upload a valid (unexpired) government-issued photo ID
 - If you are a non-US citizen, please upload your passport*, if possible.
 - *If you requested onsite dates and are not a Legal Permanent Resident, we will need your passport
 - * If you requested onsite dates and are a Legal Permanent Resident, you can upload your LPR card
 - *If you are not requesting onsite dates and do not have a passport, you may upload another form of government-issued photo ID, such as a national ID, driver's license, etc.
 - If you are a US citizen, please upload a passport* or driver's license*.
 - *If you requested onsite access, please upload a [REAL ID](#) (click on the link for more info on REAL ID options).
 - Choose the ID type that best describes the ID you are uploading (i.e. a US state driver's license would be a Government ID)

Click "Choose File," then select the file from your computer.

Your file name and format will then show up to the right of the "Choose File" button and at the bottom of this section

* ID Type

-- None --

-- None --

Passport ID

National ID

Government ID

Instructions – Please scan and attach your Government ID (if you are a US Citizen this is a Driver's License, if you are not a US Citizen this is a passport).
NOTE: If you are requesting onsite access you must ensure you are uploading a REAL ID-compliant document. List of documents [here](#).
Please attach a pdf or jpeg if possible. iPhone users please do not attach a heic type (make sure live photo is off when taking the picture).

* Upload your ID (pdf/jpg/jpeg) - File size MUST be less than 10MB: No file chosen

Instructions – Please scan and attach your Government ID (if you are a US Citizen this is a Driver's License, if you are not a US Citizen this is a passport).
NOTE: If you are requesting onsite access you must ensure you are uploading a REAL ID-compliant document. List of documents [here](#).
Please attach a pdf or jpeg if possible. iPhone users please do not attach a heic type (make sure live photo is off when taking the picture).

* Upload your ID (pdf/jpg/jpeg) - File size MUST be less than 10MB: Fake REAL ...testing.pdf

Fake REAL ID for testing.pdf *

If you are a non-US citizen, you will also need to upload your current CV

- Please upload in a doc/docx/pdf format.

Click “Choose File,” then select the file from your computer.

Your file name and format will then show up to the right of the “Choose File” button and at the bottom of this section

Per DOE policy, please upload your current curriculum vitae (CV), which should include all science and technology specialties, a timeline of all work positions with no gaps, and the current/accurate names of all academic institutions attended. Do not provide any private or sensitive data in your CV.

* Upload CV/Resume (doc/docx/pdf) - File size MUST be less than 10MB: Choose File No file chosen

Per DOE policy, please upload your current curriculum vitae (CV), which should include all science and technology specialties, a timeline of all work positions with no gaps, and the current/accurate names of all academic institutions attended. Do not provide any private or sensitive data in your CV.

* Upload CV/Resume (doc/docx/pdf) - File size MUST be less than 10MB: Choose File CV docum... testing.pdf

CV document for testing.pdf *

If you are under 18 years of age

- You will need to print the “consent for medical treatment of a minor child” form.
- Your parent/guardian will need to sign it
- You can upload it to this page, or bring the signed copy in with you to your badging appointment
- Please upload in a pdf/jpg/jpeg format.

Click “Choose File,” then select the file from your computer.

Your file name and format will then show up to the right of the “Choose File” button and at the bottom of this section

Instructions - If you are under 18, please complete the [Consent for medical treatment of a minor child](#). After printing the form, you and your parent/guardian should sign it. Then, upload and attach it here. If you are unable to upload it, please bring it to the Users Office on your first day onsite.

Please attach a pdf or jpeg if possible. iPhone users please do not attach a heic type (make sure live photo is off when taking the picture).

* Upload FMO Minor Consent (pdf/jpg/jpeg) - File size MUST be less than 10MB: Choose File No file chosen

Instructions - If you are under 18, please complete the [Consent for medical treatment of a minor child](#). After printing the form, you and your parent/guardian should sign it. Then, upload and attach it here. If you are unable to upload it, please bring it to the Users Office on your first day onsite.

Please attach a pdf or jpeg if possible. iPhone users please do not attach a heic type (make sure live photo is off when taking the picture).

* Upload FMO Minor Consent (pdf/jpg/jpeg) - File size MUST be less than 10MB: Choose File Test under 18 file.pdf

Test under 18 file.pdf *

Summary and Submit Page:

This gives you a summary of your responses to all of the questions on the form. If you need to correct something, click the "Previous" button on the bottom left of the page to go back to the screen that needs correcting.




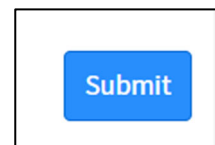
Additional relevant information: this is optional but if you have any other information that may be needed in order to process your request, you can put it here.

Please enter any additional relevant information here

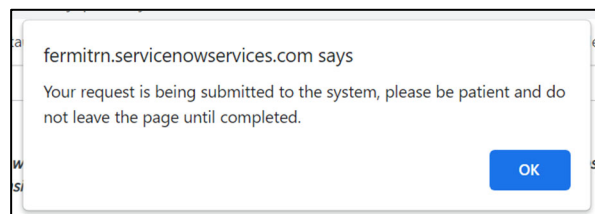
Click the box next to "I'm not a robot," then click the "Submit" button.

In order to combat SPAM, we need to verify that you are not a program.
Please click on the "I'm not a robot" checkbox. You may need to complete a reCAPTCHA challenge.

I'm not a robot 



You will get a pop-up that says your request has been submitted. Click "OK" to go to the submission screen. The submission screen will give you your RITM number, which means it was successful.



Thank you for submitting your request. Your request **RITM1461856** will be reviewed shortly.

You can check the status of your request at any time by entering the RITM number in our [Status Page](#).

Next Steps and estimated processing times (business days)

- POC approval (1 day)
- Affiliation approval (1 day)
- FNAP, EC, OPTT, OGC Review (2-4 weeks), if applicable
 - Foreign National Access Program (FNAP) review is done if you are a non-US citizen and/or were born outside of the US
 - Export Control (EC) review is done if you are a non-US citizen and/or were born outside of the US
 - Office of Partnership and Technology Transfer (OPTT) conducts an agreements review if there is no current agreement on file with your home institution
 - Office of General Counsel (OGC) review is done if you answered “Yes” to the foreign government legal disclosure
- Campus Access Processing (2-4 days)
- Baseline Computing Accounts (2-3 days)
- Informal Invitation Letter (immediately once baseline accounts are done), which contains:
 - Fermi ID number
 - Dates of approved access
 - Instructions on how to schedule a badging appointment (if you are coming onsite)
 - QR code to show at the security gate (if you are coming onsite – *you must have a badge appointment in order for this QR code to allow you through the gate*)
- You will receive a badge appointment confirmation at 6:00pm CST the evening before your appointment
 - Please complete the appropriate [training](#) prior to your appointment
 - Make sure to bring the correct [documents](#) to your appointment