



## SAB – Multiple Affiliations – Approvers Changes

Global Services

March 28, 2023

# Agenda

- What Are We Doing?
- Why Are We Making This Change?
- Site Access Form Update
- Approver Changes
- On-Site-Only Requests Changes
- ITNA Contact Changes
- Informal Invitation Changes

## What Are We Doing?

We will be updating the Site Access and Badging (SAB) Access Request form on March 30 (tentative) to allow users and affiliates to submit under multiple Fermilab affiliations.

**We are aware that changes may add additional work for approvers and hosts. We understand this concern and appreciate everyone's continued effort in helping to align with DOE and Site Office requirements.**

## Why Are We Making This Change?

- We must align Fermilab's access approval processes with the updated Unclassified Foreign National Access Program (UFNAP) Order
- To provide additional capabilities for account provisioning for configured affiliations, reporting, and more accurate screening for all work being performed.

# Site Access Form Update

- Featured only on User / Affiliate SAB forms

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

Click Magnifying Glass

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

-- None --

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

## Approver Changes for New and Renewing Requests

- Point of contact (POC) – approval step remains the same.
- Affiliation Approvals Changes
  - **Primary Affiliation** – Must approve. If denied, the request is sent to Site Access Support for review.
  - **Additional Affiliations** – All affiliations that approve will remain assigned to the user and affiliate. Rejected affiliations will be removed from the request.
  - All affiliations, primary and additional, must complete the affiliation approvals step for the process to move on to the next step.
  - If the POC is also an affiliation approver, that affiliation approval will automatically be approved
    - Same as primary affiliation approval

## Onsite-Only Request Changes

- Onsite-Only Request for Users / Affiliates:
  - Form does not allow for changing affiliations
  - In the workflow, the Primary Affiliation Approver must approve
  - Additional Affiliations Approvers will be notified and should contact the primary affiliation approver to confirm if the individual needs onsite access for their affiliation work.
  - Rejections will be evaluated by the Campus Access team.

## ITNA Contact Changes

- User / Affiliation processes will include a notification at the end of the process
  - To: Primary Affiliation ITNA Supervisor
  - CC: Additional Affiliation ITNA Supervisors
- Intention: to provide a way for ITNA Supervisors to collaborate and provide input to the Primary Affiliation supervisor for training needs.



# Informal Invitation Changes

Dear rishith kumar,

Welcome to Fermilab. Please save this email for your reference.  
Your request for offsite access has been approved.

- Primary affiliation: ACCELERATOR DIVISION
- Additional affiliation: ADMX,ANNIE: Accelerator Neutrino Neutron Interaction Experiment
- Offsite access dates: 2023-03-10 through 2023-03-31
- Fermilab ID: 344323424V
- Username for your Kerberos, Services, and Fermi domain accounts is: rennie
- Point of contact: Tammy Whited

- All emails to [rennie@fnal.gov](mailto:rennie@fnal.gov) are being forwarded to [rishith@kumar.com](mailto:rishith@kumar.com). Contact the Fermilab Service Desk if you need to change your forwarding address in the future.

More information on the affiliations:

ADMX	Welcome to Fermilab ADMX Computer Resources. Additional information on these resources can be obtained from William Wester, <a href="mailto:wester@fnal.gov">wester@fnal.gov</a> .
ANNIE: Accelerator Neutrino Neutron Interaction Experiment	Welcome to ANNIE computing at Fermilab ! You have been given : <ul style="list-style-type: none"><li>o An account on the ANNIE interactive system, annie01</li><li>o Access to the ANNIE Redmine WIKI <a href="https://cdcv.s.fnal.gov/redmine/projects/annie/wiki">https://cdcv.s.fnal.gov/redmine/projects/annie/wiki</a></li><li>o Membership in the fermilab/annie grid group</li></ul> Please review ANNIE Computing documentation at <a href="https://cdcv.s.fnal.gov/redmine/projects/annie/wiki">https://cdcv.s.fnal.gov/redmine/projects/annie/wiki</a>

**Questions?**

**Contact:**

**Campus Access Office**

**[Campusaccess@fnal.gov](mailto:Campusaccess@fnal.gov)**

**630-840-3111**