

Join JLab

Steps taken to register:

- * Visit: <https://misportal.jlab.org/jlabAccess/>
- * Enter non-JLab email address (you can use your UVA email)
- * Register for new account as "USER-REMOTE" (you should register as USER-ACTIVE (or USER-GRADUATE if you are a grad student) if you will be going onsite at JLab)
- * Click link in automated registration email and use provided temporary password to login
- * Change password
- * Once logged in, click "Register New Visit"
- * Select "University of Virginia"
- * Select dates (Put the depart date many year in the future)
- * Go back to portal home and complete the "Before Arrival Checklist".

Click 'Yes' to request a JLab Computer Account.

If you are planning to do shifts and/or work at JLab the should register as USER-ACTIVE, in this case you will need to specify a

JLab employee as a Host. If you are doing target work your host should be Chris Keith (ckeith@jlab.org), if you are just doing shifts you host should be Eugene Pasyuk (pasyuk@jlab.org). In both cases you should email them and ask them if they would be willing to be the host. Also explain to them what you will be doing there at JLab because they will have to fillout a 'Detailed Scope of Work'. For case of shifts, just say something like:

"Work on the CLAS data analysis for multiple run groups, and training to be able to take shifts as well as take shifts during CLAS runs."

Add in emergency contacts if useful

Fill out the rest of the form and Submit

You should then receive an email asking you for additional information:

In addition to the registration form, for remote access, we will need a copy of a picture ID, such as your Passport or Driver's License. This document can be faxed to our secure line at 757-269-7559. You will also need to complete Annual Security Awareness Training (GEN034) which can be completed at the link below.

Training: https://www.jlab.org/human_resources/training/webbasedtraining

Note: In order to fax the photo ID copy, you must obtain a 'FAC' charge code from either Professor Keller, then see the receptionist's office.

Once you have completed the training and have faxed the photo ID copy, JLab will send you three emails:

- An official request for a JLab computing account.
- Proof that you completed the Annual Awareness Training (GEN034).
- A list of nine more training courses for you to complete.

[Taking Hall-B Shifts](#)

To Become a CLAS Term Member

The steps are as follows:- You should log in to the Database/Phonebook <https://clasweb.jlab.org/membership/phonebook.php> using your JLab CUE username and password.

- Once logged in, you should select the option to apply for **Term Membership**.

- Complete the section with personal details etc and then fill out (and submit) the Term membership application form. The boxes should be relatively self-explanatory.

- Once you click submit, I will receive an email saying the application is in the database.