

Gaining Access to Fermilab

Step-by-step guide

1. Go to <https://get-connected.fnal.gov/accessandbadging/access/>
2. Select the first option
3. For a point of contact, select Evan Niner (E-mail: edniner@fnal.gov)
4. Select Fermilab Experiment as "Spinquest"
5. Select Professional Class as "Visiting Student – University – Non-Thesis"
6. Select "Per diem", "Lodging", and "Travel", as well as "Car Rental" if needed
7. The primary work location will be NM4 experiment hall, and the business site is in Batavia, Illinois
8. Request Fermilab Housing
9. Select home institution as the University of Virginia (Address will fill itself in)
10. For institution's point of Contact, put Dustin Keller, dmk9m@virginia.edu, 4342439955
11. Submit the form and wait until you are contacted back.
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18. The primary work location will be NM4 experiment hall, and the business site is in Batavia, Illinois
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20. Select home institution as the University of Virginia (Address will fill itself in)
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22. Submit the form and wait until you are contacted back.

Additional Steps for Fermilab Onboarding

1. Once you are onboarded, you will get several notifications from Workday about forms you must fill out. Log into Workday and fill out those forms independently.
2. You should also receive a PDF form with instructions on how to do other things, such as setting up and resetting your password as well as getting your ID badge. You most likely will need to get into contact with Fermilab employee services to complete any additional steps (their number is [630-840-3351](tel:630-840-3351) and their email is fermilab@fnal.gov).