

Dear Annual Progress Review for LQCD Participant,

22 June 2016

We learned yesterday that registration *is* required by JLab for visitors, which includes many of us attending the DOE Annual Progress Review of LQCD. If appropriate for your case, please register online as soon as reasonably possible, before showing up to the review.

Registration is a relatively simple two-step process requiring 5-10 minutes to complete. Please register at: <https://misportal.jlab.org/jlabAccess/>

Note that the process treats all possible situations, including those requiring badging. After registering, you should be able to go to CEBAF Center and sign in at the front desk as we have always done. If you are a foreign national, please be sure to bring your passport and related docs just in case.

If you have any problems or concerns related to this registration process, our site contact is Chip Watson, [Watson@jlab.org](mailto:Watson@jlab.org).

Thanks,  
Rob Kennedy  
ACPM for LQCD-ext II Computing Project

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Policy Excerpts supplied by JLab Administration

"All persons requesting access to Jefferson Lab are required to register online. All high school and undergraduate students must register at least two (2) weeks prior to arrival.

This online registration process provides all information required by the Lab for site and building access, training, badging, medical insurance and computer account. New registration forms are required for:

- All new users
- All returning foreign national users
- All US users who have not been onsite within the last 2 years
- All visitors
- All education students and teachers"

"VISITOR: Persons onsite for a one time only or less than 2 day visit and not conducting research – badges not issued."