

New Members

The on board process for new SLAC ATLAS members and ATLAS visitors resident at SLAC are summarized here. The responsible person helping with each particular step is in () next to the step. Action in *italic* are exclusive actions by the helping responsables.

Before arriving at SLAC

- Initiation of SLAC on board process, including international office communication for non-US citizens, can have various starting modes:
 1. SLAC employees (SLAC HR/Adrienne Higashi)
 2. Stanford graduate students (Adrienne Higashi)
 3. DOE internship programs (SULI/SCGSR/CCI etc) (SLAC HR/Supervisor)
 4. Resident visitors (Supervisor/Adrienne Higashi)
- Determine the on board processing mode with supervisor/Adrienne to clarify the steps.
- [Register as SLAC User and apply for SLAC computing account](#)
 - Note: it is necessary to obtain both Windows and UNIX accounts. Many administrative processes are based on Windows login even you do not use any Windows based computer.
 - Cyber Security Basics course ([CS101](#)) is compulsory to maintain an active SLAC computing ID.
- Above steps will all direct the new person to fill in the SLAC Access Portal online form (only when instructed to do so after the prior steps). This form has two branches depending on the new person is paid through SLAC or not. Category 3 can have ambiguity, e.g. despite SCGSR is called out on the paid category, some participants are paid through their own university so should choose the unpaid path in that case.
- Training assignments in the [STA system](#) (SLAC supervisor)
- Stanford computing (SUNet) ID is needed for COVID Color testing, health check/vaccination record upload, and access to [SLAC Slack channels](#) for various working conversations. SLAC employees will get this setup in the on-board process for further administrative functions such as payroll /benefits and Stanford (Google) Drive access. SLAC supervisor can [sponsor resident visitors](#) for an SUNet ID only basic account with an automated simple process. (Supervisor)

Before First Trip to SLAC site

- Complete at least the COVID-19 training course [100R](#) and ES&H course [219](#) online before coming on site.
- Check the various SLAC site COVID-19 info at the [SLAC COVID-19 Resource Center](#). Additional ATLAS specific on-site access info are summarized on this [confluence page](#).
- Fill out SLAC badging form (Adrienne Higashi)
- Fill out SLAC key request form (Adrienne Higashi)

First Trip to SLAC

- Bring a printed copy of the supervisor signed badging form, or have the PDF copy ready to E-mail.
- At main gate showing any pictured ID (drivers license, passport) and proceed to Building 53 badging office (see [SLAC map](#)) for the badging process *accompanied by your SLAC supervisor*. This step can in principle be completed with the new person by him/herself but glitches can happen e.g. badging officer mistaken ATLAS visitor as LCLS/SSRL/FACET user which would require a very different form and GERT training to obtain badge. (SLAC supervisor)
- Proceed to Building 84 2nd floor ATLAS office area for *further orientation* (SLAC supervisor)

Starting work

- Complete all assigned online training courses.
- ITk lab work specific procedures:
 - Read and sign B33 JSA (Caterina Vernieri)
 - Read and sign B84 JSA (Su Dong)
 - Participate in mandatory [weekly safety tailgate meeting](#) on Friday at 2pm if any ITk lab work scheduled for the following week. (Add you to E-mail list by Charlie Young)
- [SLAC group meetings](#) on Fridays at 8:30am: Resident visitors are also welcome to the meeting and expected to contribute reports.
 - *Adding you to atlas-department-I SLAC mailing list for announcements* (Su Dong)
 - *Adding you to atlas-us-slac-group CERN e-group for Indico access* (Charlie Young)
- Other regular working meetings (maybe only some are relevant for your work area):
 - SLAC ITk construction meeting Tuesday 2pm (Caterina Vernieri) (Announcements on atlas-us-slac-upgrade CERN e-group)
 - SLAC TDAQ meeting every other Thursday 10am (Rainer Bartoldus) (Announcements on Slack channel)
- *Adding you SLAC confluence editor access* for documentation contributions for various areas (e.g. ITk construction) (Su Dong)
- Slack channels: there is extensive use of Stanford/SLAC [Slack channels](#) for various working activities (e.g. TDAQ and ITk integration). Once having your SUNet ID setup to login to the [SLAC Slack](#) portal to explore the various channels by searching for atlas-. You can join most channels yourself, but some channels may need to inquire work area gurus to bring you into.
- *Adding you to Wednesday lunch gathering reminders*. (Caterina Vernieri)
- [HEP experimental seminars](#) are Tuesday 12:30pm (sometimes also Thursday 12:30pm) with instructions on the SLAC Indico category listing for [subscribing to the exp-seminar SLAC mailing list](#) for announcements.