

vCM testing @ Fermilab

Step-by-step guide to gaining access

1. Navigate to [this Fermilab Page](#) and follow the steps for on site access. The access request form is fairly straightforward, but there are a few things that are a little confusing
 - a. There is a difference between the dates when you need computing access and the dates you need to be on site. The sooner you get access to a computing account, the sooner you can complete your training (while it's certainly helpful to complete that before you're physically on site and expected to do work, this decision is yours)
 - b. **Sam Posen** (sposen@fnal.gov) is our Fermilab point of contact
 - c. Our Fermilab Experiment is **LCLS-II**
 - d. Your Professional Class is your personal background - however you self identify
 - e. For the "please briefly describe the research and/or technology that you will be working on at Fermilab" put "**Testing the verification cryomodule for LCLS-II-HE at the CTMF facility**"
 - f. Your primary work location will be **CRYO MODULE TEST FACILITY**
 - g. Requesting Fermilab housing is a personal decision, though I've been informed that hotels are preferable
2. Wait for a long time for that form to get processed and email them at usersoffice@fnal.gov if you need to give them a poke
3. Prepare for an onslaught of workday emails and follow the instructions you find there (the guide [here](#) is pretty helpful if you get confused)



4. Email a copy of your medical insurance card to usersoffice@fnal.gov to prep your documents for on site badging
5. Wait until you have computing access (the date from step 1a) and then continue down the main page to start your training (I have not made it this far yet)



Related articles

- [SRF Auto Setup](#)
- [PyDM Tutorial](#)
- [vCM testing @ Fermilab](#)