

## Jefferson Lab Registration and Web-based Training Instructions

Prior to starting with JLAB, you must complete Online Registration and Web-based Training through their website:

### Registration

- Begin by clicking here: [JLab Registration](#)
- You will be prompted to register using your personal email address. Once logged-in to your portal, please select the **Register New Visit** option. For the Registration Type, please select **Contract Staff**. For the Home Institution/Employer, please select **ATT/CTR**. Then click the [**Continue**] button.
- For the Start Date, please **enter today's date** (if you can't select today, you can type it in). For the End Date, **enter one year from today's date** unless you have a predetermined end-date for your assignment. Click the [**Continue**] button.
- Now the **Checklist for Visit** options appear. Please click **Online Registration Form** and fill in the pop-up form entirely. Upon completion you must select the [**Submit**] button at the bottom—it is *essential that you submit this form prior to starting work*. After submission, confirmation of acceptance will appear near the top-right portion of the document. Please print or save this document.

### Web-based Training

- After registration, you *must* complete the online training courses which are *specific* to your position with JLAB. These specific course names should have been provided to you by the individual who set you up for onboarding or an HR staff member with CTR. If you are not aware of the specific courses you must complete, please ask your contact at CTR for clarification before proceeding.
- To locate the courses specified for your position, please visit: [JLab Web-based Training](#).
- From the list of all web-based training courses, click each specified training course-link and watch the instructional video. Please pay close attention, as there may be questions at the end.
- For each completed training video, you will be prompted to enter your information for tracking purposes.

Once you have successfully registered and completed each of the specified web-based training courses, you are prepared to start work with Jefferson Lab. On your first day of work, please report to the SSC (Support Service Center) building at 8:00am to pick up your badge and meet your supervisor. SSC is located at: 628 Hofstadter Rd, Newport News VA 23606.

Please call your contact at CTR if you have any questions or require assistance.