

# Visitor workflow ANL ASC

- Each box has actions or decisions
- **RED** designates the person doing the actions or making the decisions in the box.
- **BLUE** indicates the information to be passed along to the next box.
- “Sponsor” is the staff member who is in direct contact with the visitor.

**Sponsor**  
Does this person need a computer account?  
YES NO

**Sponsor**  
Send a Cyber GatePass invitation  
Is the person US citizen?  
YES (or 593 exists) NO

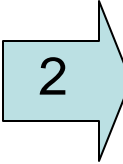
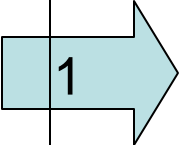
**Sponsor:**  
Inform Nancy/Pam that a 593 request needs to be made.  
(wait for and forward email from Cyber GatePass).  

- Name
- Affiliation
- email
- Coming to ANL in person?
- Citizenship

**Sponsor**  
When domain account created:  
(email from Cyber GatePass)  
Contact Sergei (ATLAS sysadmin) to create a local ATLAS account  
*Domain account name*

**Sponsor** Inform Nancy/Pam about the visitor  

- Name
- Affiliation
- email
- If applicable: dates visiting
- if applicable: repeat visitor? (>~30 days for the year?)
- If applicable. domain account name/ atlas account name. Date Cyber GatePass Issued
- Citizenship



1

**Nancy/Pam**  
Complete 593 (should be partially done by Cyber GatePass procedure).  
Maximum time range, unless sponsor specifies otherwise.

2

**Nancy/Pam**  
Is the person US-citizen (or 593 exists)  
YES NO

**Nancy/Pam**  
Generate 593, max time, unless otherwise specified

**Nancy/Pam**  
Coming in person to ANL?  
YES NO

**Nancy/Pam**  
Generate gatepass  
Inform visitor+sponsor when ready

**Nancy/Pam**  
One time only visitor without computer account?  
YES NO

DONE

Enter visitor in DB/spread sheet

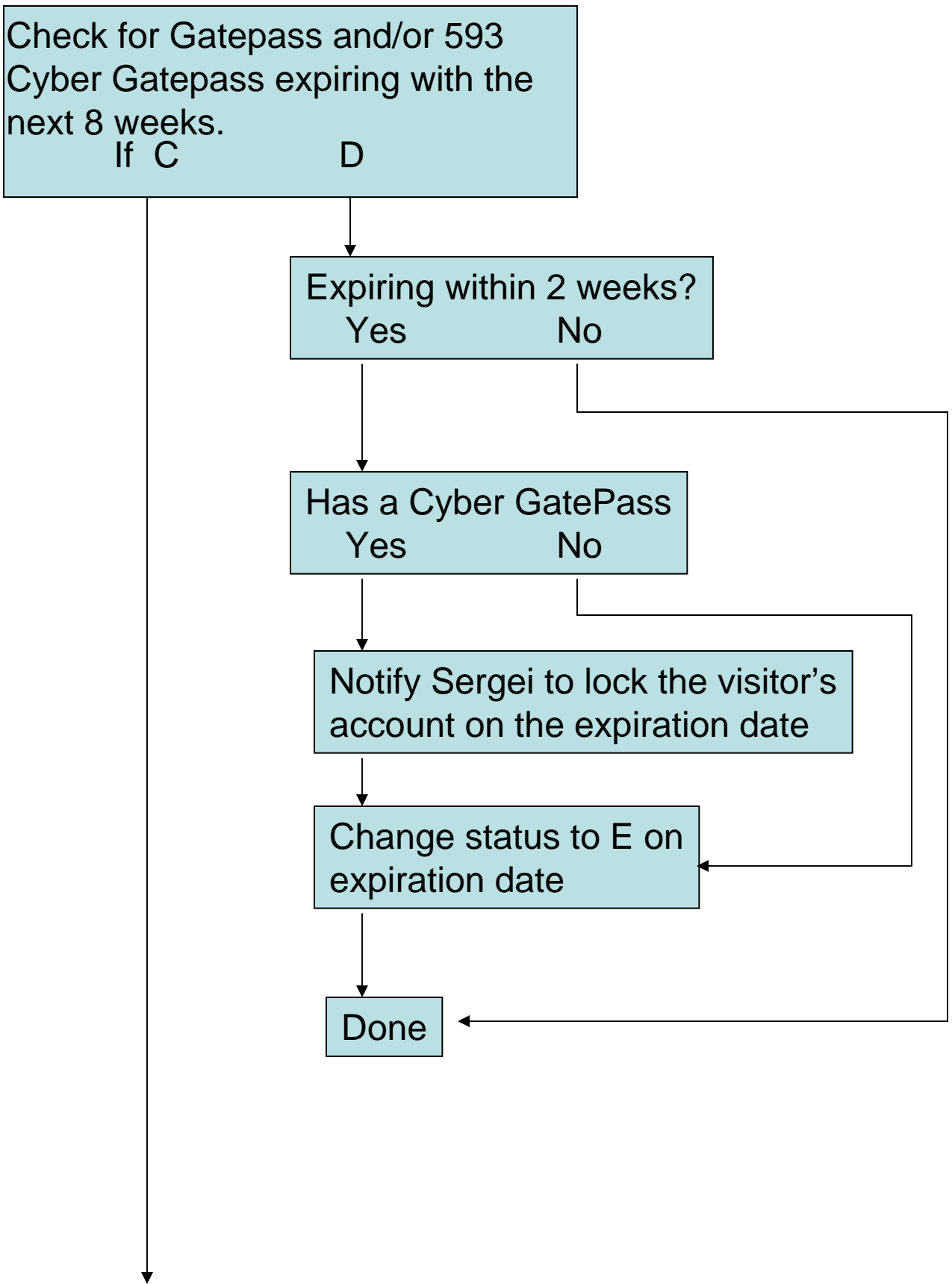
# Information to be kept in the DB/spread sheet

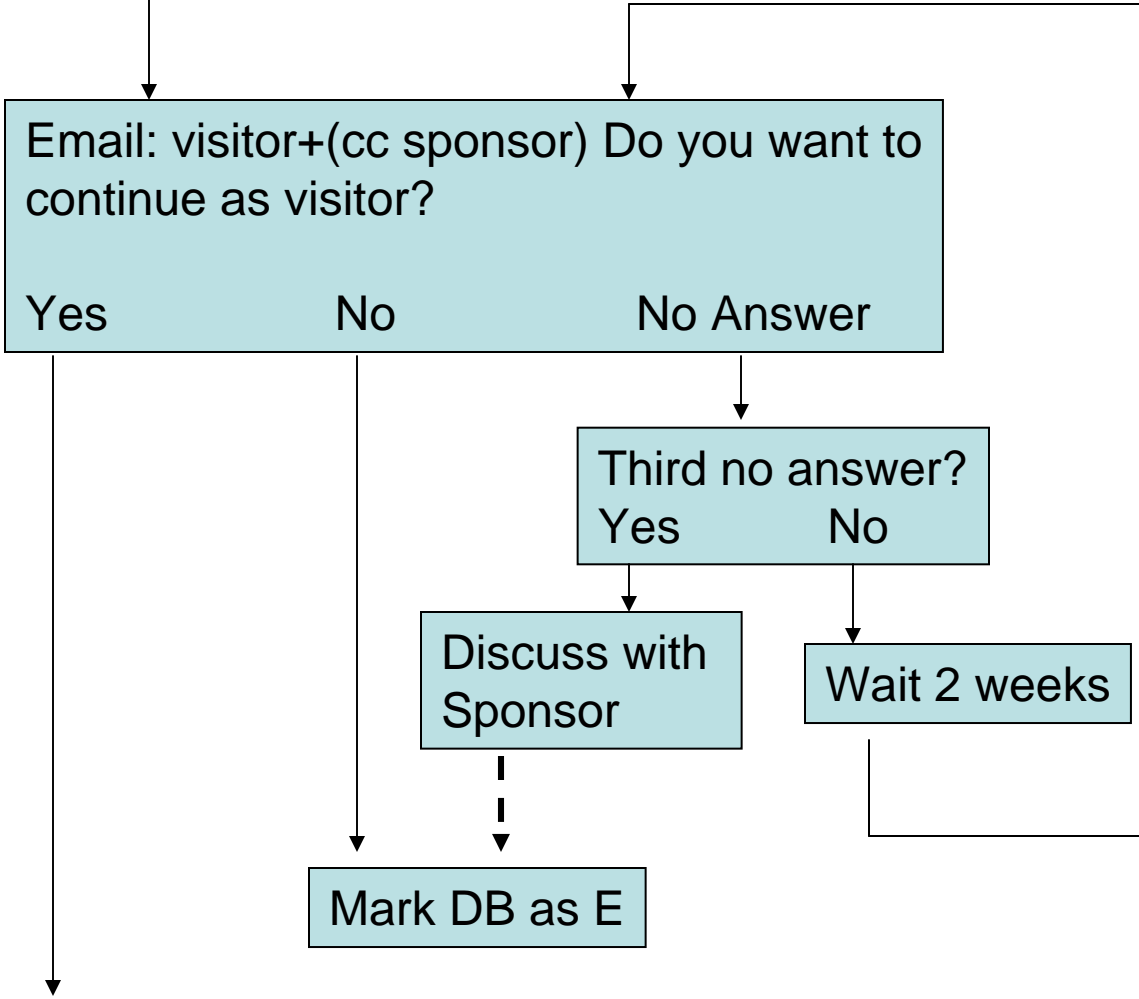
- Name
- Affiliation
- Sponsor
- email
- If applicable: Domain account name and expiration (1 year from Cyber GatePass issued date)
- If applicable: local ATLAS account name.
- If applicable: Gatepass expiration date.
- If applicable: 593 expiration date.
- If applicable: ANL office number
- If applicable: office key assignment
- Status: (see next page)

# Monthly review of visitor status

- Each month (first Tuesday?), RY and/or SC and/or RB go over the DB/spread sheet with Nancy and assign one of the following status to the visitors
  - [C]ontinue: in case of expirations, extend to maximum allowed.
  - [D]iscontinue: end the visitor status with the next applicable expiration.
  - [E]nded: no longer a visitor

# Weekly: Nancy





Renew:  
Cyber GatePass: inform Nahed collaboration continues  
Gatepass: agree with visitor when to issue for visitor to pick up.  
593: Get information from visitor if necessary.  
Update DB/spread sheet