

TO DO AFTER REGISTRATION AT THE USERS OFFICE

TODAY

1. Get a **CERN access card** at Bldg. 55-R-001.
2. **Register your vehicle** at Bldg. 55-R-001. Check the validity of your **driving licence**.
<http://hoststates.web.cern.ch/hoststates/en/Vehicles/Welcome.html>
3. Activate your **computing account** (if needed) and **e-mail address** at Bldg. 55 - 2nd floor. To connect your device(s), see: <https://information-technology.web.cern.ch/help/connect-your-device>
4. Take the **mandatory courses**:
<https://lms.cern.ch/ekp/servlet/ekp?TX=STRUCTUREDCATALOG&CAT=EKP012935745>
You can also take other courses as recommended by your supervisor.
Note: you must enrol in a "session" to start an online course.
5. **Dosimetry Service**. If you need to work in radiation areas, check the rules relative to dosimeters: <https://dosimetry.web.cern.ch/>
6. If you are a User, contact your **Experiment Secretariat**. (*Please check details on the back*). If you are a COAS or a VISC contact your **Group Secretariat**.

*If you are non-European, with a $\leq 55\%$ average presence at CERN, you are required to be in possession of a work attestation, called "**Convention d'accueil**", which serves as your work permit for France. Please request the attestation from your Experiment or Group Secretariat and bring it back to the Users Office, duly dated and signed within 10 days following arrival.*

7. **Book a desk via Burotel**, an online desk-booking service available to Users:
<https://burotel.cern.ch/register/cern-ldap>

LATER

1. Request an EDH password:
https://cern.service-now.com/service-portal?id=sc_cat_item&name=edh-password-reset&fe=EDH&s=EDH%20password
EDH is the CERN Electronic Document Handling system. It will allow you to manage all your administrative requests and operations.
2. Fill out your **Emergency Contacts** form on EDH (persons to be notified in case of serious accidents): <https://edh.cern.ch/Document/Personnel/EC>
3. Open a **bank account** if needed.
UBS (Meyrin site) - Bldg. 63
Crédit Agricole (Prévessin site) - Bldg 866

Apply for the certificate needed to open a UBS account here:
https://cern.service-now.com/service-portal?id=sc_cat_item&name=attestation-ubs-account&se=swiss-french-cards
4. Find out about **taxation**:
<https://admin-eguide.web.cern.ch/en/procedure/income-taxation-overview>
5. If you are taking up residence in Switzerland, inform the relevant service of your arrival within 14 days:
<https://usersoffice.web.cern.ch/address-in-switzerland>

CERN computing account and e-mail address information for newcomers:

To activate your account, obtain your login credentials and temporary password, please visit:

https://cern.service-now.com/service-portal?id=kb_article&n=KB0007131

Need Help?

Should you have any questions or need assistance, visit the CERN Service Portal:

<https://cern.service-now.com/service-portal>

or call 77777 (+41 22 76 77777 from outside CERN).


AS AN ASSOCIATED MEMBER OF THE CERN PERSONNEL...

REQUIREMENTS APPLICABLE TO YOU:

- Inform the Users Office of **any changes in your contractual situation** (change of institute, average presence, etc.), <https://edh.cern.ch/Document/Personnel/UserCheckList> or **personal situation** (residence, family, etc.) via EDH within 30 days: <https://edh.cern.ch/Document/Personnel/FamilySituationChange>
- Comply with the **CERN Staff Rules and Regulations**: <https://cds.cern.ch/record/1993099?ln=en>
- Follow the **CERN Code of Conduct** <https://cds.cern.ch/record/2240689/files/BrochureCodeofConductEN.pdf>
- Comply with **CERN's policy on Data Privacy**: <https://privacy.web.cern.ch/MandatoryDataPrivacyBasics> e-learning course available on the Learning Hub.
- Take note of all official announcements published in the "Official Communications" section of the **CERN bulletin** <http://bulletinserv.cern.ch/>
- Upon **termination** of your contract return your Swiss and French work and residence permits to the Users Office if applicable.

SERVICES AVAILABLE TO YOU:

- **Users Office**: your dedicated service for administrative formalities, information and support: <http://usersoffice.web.cern.ch/>
- **Onboarding**: <https://usersoffice.web.cern.ch/onboarding-cern>
- **Advisory Committee of CERN Users (ACCU)**: forum for information, exchange and discussion between the CERN Management and the appointed representatives of CERN Users to review the practical means taken by CERN to support the work of Users at the Laboratory.
- The **Ombudsperson** is available for informal advice and guidance in conflict resolution <http://ombuds.web.cern.ch/>
- **Staff Association**: <https://staff-association.web.cern.ch/>
- **Diversity & Inclusion Programme**: <https://diversity-and-inclusion.web.cern.ch/>
- **Medical Service**: <https://hse.cern.fr/services-et-assistance/occupational-health-service>
- **Social Affairs Service**: <https://hr.web.cern.ch/social-affairs-service-0>
- **Learning & Development** : <https://hr.web.cern.ch/learning-development>

Experiments Secretariats			
AD-1, AD-2 (ATRAP), AD-3 (ASACUSA,) AD-4 (ACE), AD-5 (ALPHA), AD-6 (AEGIS), AD-7 (GBAR), AD-8 (BASE), AD-9 (PUMA), CAST, CNGS1-OPERA, DIRAC-PS212, UA9 (CRYSTAL) TOTEM	yasemin.altinbilek@cern.ch	32/R-B12	75548
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CLICdp, DT, FASER, MoEDAL, NA48/2, NA62, PS215, RD50, RD51	lhcb.secretariat@cern.ch	2/1-024	79278
NA58, NA61, NA66	veronique.wedlake@cern.ch	166/R-010	78116
NEUTRINO PLATFORM: NP01, NP02, NP03, NP04, NP05, NP06, NP07	anne.lissajoux@cern.ch	892/2-D12	76481
Recognized Experiments (RE)	neutrino.secretariat@cern.ch	52/1-001	66205 or 65472
RE1 (AMS)	recognized-experiments.secretariat@cern.ch	3/R-014	74270
RD53	ams.secretariat@cern.ch	946/1-001	74477
SND@LHC	cinzia.pinzoni@cern.ch	13/3-013	72656
Other experiments (Grey Book entries only)	snd.lhc.secretariat@cern.ch	52/1-001	65472 or 65483
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