TO DO AFTER REGISTRATION AT THE USERS OFFICE

**TODAY**

1. Get a **CERN access card** at Bldg. 55-R-001,
2. Collect your **proximeter** (covid-19 contact tracing device).
   Book an appointment: [https://proximeter-dist.web.cern.ch](https://proximeter-dist.web.cern.ch)
3. **Register your vehicle** at Bldg. 55-R-001. Check the validity of your **driving licence**
4. Activate your **computing account** (if needed) and **e-mail address** at Bldg. 55, 2nd floor,
5. Follow the **mandatory courses**:
   [https://lms.cern.ch/ekp/servlet/ekp?TX=STRUCTUREDCATALOG&CAT=EKP012935745](https://lms.cern.ch/ekp/servlet/ekp?TX=STRUCTUREDCATALOG&CAT=EKP012935745)
   If needed, you can take other courses as recommended by your supervisor. 
   You must enrol in a “session” to start an **online course**.
6. **Dosimetry Service**. If you need to work in radiation areas, check the rules relative to dosimeters: [https://dosimetry.web.cern.ch/](https://dosimetry.web.cern.ch/),
7. If you are a User, visit your **Experiment Secretariat**. If you are a COAS or a VISC visit your **Group Secretariat**.

**LATER**

8. Request an **EDH password**:
   [https://cern.service-now.com/service-portal?id=sc_cat_item&name=edh-password-reset&fe=EDH&s=EDH%20password](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.
10. 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](https://cern.service-now.com/service-portal?id=sc_cat_item&name=attestation-ubs-account&se=swiss-french-cards)
11. Find out about **taxation**:
12. 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](https://usersoffice.web.cern.ch/address-in-switzerland)

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

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**Get Help**

Should you have any questions or need assistance, visit the **CERN Service Portal**: [https://cern.service-now.com/service-portal?id=index](https://cern.service-now.com/service-portal?id=index), or call **77777** (+41 22 76 77777 from outside CERN).
YOUR DUTIES AS AN ASSOCIATED MEMBER OF THE PERSONNEL

- Inform the Users Office of any changes in your contractual situation (change of institute, average presence, etc.), or personal situation (residence, family, etc.) via EDH: [https://edh.cern.ch/Desktop/dir.jsp?4](https://edh.cern.ch/Desktop/dir.jsp?4)
- Comply with the CERN Staff Rules and Regulations: [https://cds.cern.ch/record/1993099?ln=en](https://cds.cern.ch/record/1993099?ln=en)
- Follow the CERN Code of Conduct [https://cds.cern.ch/record/2240689/files/BrochureCodeofConductEN.pdf](https://cds.cern.ch/record/2240689/files/BrochureCodeofConductEN.pdf)
- Comply with the CERN’s policy on Data Privacy: [https://privacy.web.cern.ch/](https://privacy.web.cern.ch/) Mandatory Data Privacy Basics 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/](http://bulletinserv.cern.ch/)
- Upon termination of your contract return your Swiss and French work and residence permits to the Users Office.

YOUR PRACTICAL INSTRUMENTS FOR COMMUNICATION AND HELP

- **Users Office website**: administrative formalities, support, FAQs, latest news and announcements, everyday life in Geneva and in France, etc. [http://usersoffice.web.cern.ch/](http://usersoffice.web.cern.ch/)
- **Advisory Committee** of CERN Users (ACCU) [http://ph-dep-accu.web.cern.ch/ph-dep-accu/](http://ph-dep-accu.web.cern.ch/ph-dep-accu/)
  ACCU is your 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 **Ombuds-person** is available for informal advice and guidance in conflict resolution [http://ombuds.web.cern.ch/](http://ombuds.web.cern.ch/)
- The **Diversity & Inclusion** Programme: [https://diversity-and-inclusion.web.cern.ch/](https://diversity-and-inclusion.web.cern.ch/)