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

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. 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.

6. **Dosimetry Service**. If you need to work in radiation areas, check the rules relative to dosimeters: 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**.

If you are non-European, with a ≤ 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.

8. **Book a desk via Burotel**, an online desk-booking service available to Users staying at CERN for a maximum of 6 months and whose institute does not have any allocated offices on site.
   https://burotel.cern.ch/register/cern-idap

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

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/EC/

3. Open a **bank account** if needed.
   - **UBS** (Meyrin site) - Bldg. 63
   - **Crédit Agricole** (Préveslin 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**:

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

Need Help?  
Should you have any questions or need assistance, visit the CERN Service Portal: https://cern.service-now.com/service-portal?id=index, 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.), or personal situation (residence, family, etc.) via EDH: https://edh.cern.ch/Desktop/dir.jsp?4 within 30 days.
- 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/file
- Comply with CERN’s policy on Data Privacy: 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/
- Upon termination of your contract return your Swiss and French work and residence permits to the Users Office.

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
- Learning & Development: https://hr.web.cern.ch/learning-development