TO DO AFTER REGISTRATION AT THE USERS’ OFFICE

TODAY

1. Get a **CERN access card** in Bldg. 55-R-001,

2. **Register your vehicle** in 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 not yet done) and **e-mail address**, in Bldg. 55, 2nd floor,

4. Follow the **mandatory courses** together with the CERN COVID-19 course: https://lms.cern.ch/ekp/servlet/ekp?TX=STRUCTUREDCATALOG&CAT=EKP012935745
   If needed, you can take other courses that are recommended by your supervisor. **You must enroll a „session“ to start an online course.**

5. **Dosimetry Service.** If you need to work in radiation areas, the rules for obtaining a dosimeter can be found on the website https://dosimetry.web.cern.ch/

6. As a User go to your **Experiment Secretariat**, as a COAS or VISC go to your **Group Secretariat** to register.

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 a work permit in 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.

CERN Computing Account and E-Mail Address Information for newcomers:
To activate your account, obtain the login name and a temporary password, please visit website: https://cern.service-now.com/service-portal?id=kb_article&n=KB0007131

LATER

7. **Get an EDH password** (Electronic Document handling system) for the handling of electronic administrative operations.
   Send an e-mail to: service-desk@cern.ch

8. Fill out the **Emergency Contacts** form on EDH (persons to be notified in case of serious accidents): https://edh.cern.ch/Document/EC/

9. Open a **bank account**.
   **UBS** (Meyrin site) - Bldg. 63
   **Postfinance**: Post Office (Meyrin site) - Bldg. 63
   **Crédit Agricole** (Prévesin site) - Bldg 866

Attestation for opening an UBS account https://cern.service-now.com/service-portal?id=sc_cat_item&name=attestation-ubs-account&se=swiss-french-cards


12. If you intend to **live in Switzerland**, inform the relevant service of your arrival within 14 days https://usersoffice.web.cern.ch/address-in-switzerland

Get Help
If you have any questions or need help, please contact the **CERN Service Desk 77777** (+41 22 76 77777 from outside CERN), or Service-Desk@cern.ch.
Office is open from 07:30 am to 18:30 pm on weekdays
YOUR DUTIES AS AN ASSOCIATED MEMBER OF THE PERSONNEL

- Inform the Users’ Office of any changes in your contractual situation, change of institute, residence, family situation on EDH https://edh.cern.ch/Desktop/dir.jsp?-4

- Upon termination of contract return the Swiss and French residence permits to the Users’ Office

- Abide by the CERN Staff Rules and Regulations: https://cds.cern.ch/record/1993099?ln=en

- Abide by the CERN Code of Conduct https://cds.cern.ch/record/2240689/files/BrochureCodeofConductEN.pdf

- Take note of CERN official information which is published in the CERN bulletin in section - Official Communications http://bulletinserv.cern.ch/

YOUR PRACTICAL INSTRUMENTS FOR COMMUNICATION AND HELP

- Users’ Office website: administrative formalities, support services, FAQ’s, emergencies, everyday life in Geneva and France, etc. http://usersoffice.web.cern.ch/

- Advisory Committee of CERN Users (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 nominated representatives of CERN Users to review the practical means taken by CERN to support the work of Users in the Laboratory

- The Ombudsperson is available for informal advice and guidance in conflict resolution http://ombuds.web.cern.ch/

EXPERIMENT SECRETARIATS

AD-1, AD-2 (ATRAP), AD-3 (ASACUSA), AD-4 (ACE), AD-5 (ALPHA), AD-6 (AEGIS), AD-7 (GBAR), AD-8 (BASE), CAST, CNGS1-OPERA, DIRAC-PS212, UA9 (CRYSTAL) 60/4-021

TOTEM 585/R-014
ALICE 301/R-029
ATLAS 40/4-D01
CTF3 18/3-018
CMS 40/5-B01
ISOLDE 3/1-052
GRADE 3179/1-C04
LCD, CLICdp 4/1-037
LHCb, ShiP 2/1-024

DT, MoEDAL, NA48/2, NA62, PS215, RD50, RD51, FASER 166/R-010

NA58, NA61 892/2-D12

NEUTRINO PLATFORM NP01, NP02, NP03, NP04, NP05, NP06, NP07 52/1-001

Recognized Experiments (RE) 3/R-014
RE1 (AMS) 946/1-001
RD53 13/3-013

Other experiments (Grey Book entries only) 61/R-010

ETH Zurich 40/4-B06
FINNISH Office 32/1-B20
SACLAY 182/R-016
UK Liaison Office 32/R-B08