Welcome to CERN
Welcome

Rocio
ALOT
HR Department, Recruitment and Sourcing Specialist

Bienvenue

Erwin
MOSSELMANS
HR Department, Learning Specialist
Language Training

Virtual Classroom courses
https://learninghub.cern.ch

Tandem link
Find a partner to practice speaking each other’s language
Welcome programme

Today
9.45 – 10.55  Welcome and Presentation
          Break
11.10 – 11.40  Question & Answer session
          Meet your colleagues
11.40 – 12.00

Tomorrow
10.00 – 10.30  Coffee break
11.00 – 11.30  CERN Health Insurance
               (only staff, fellows and students)
Where are you now?
(2 questions)
Presentation: overview of topics

- CERN and COVID19
- Teleworking
- On site
- CERN as an organisation
Situation since 2 November

• Activities on CERN site continue
• However, must telework if activity can be carried out remotely

Since January

• If symptoms, tested positive or close contact of positive case, returning from high risk country: self-evaluation [https://cern.ch/TRAMED](https://cern.ch/TRAMED)

Since 1 March

• obligatory wearing of a individual **Proximeter** on site
Book slot to collect your device (building 55)
Introduction of colour code system

As from 1\textsuperscript{st} June
Each level
Overview poster
Situation on 1 July

- Teleworking, if possible
  - 2 days on site, to be agreed with supervisor
- Distancing and hygiene measures
- No public events on site
- No club activities on site
Stay informed about the situation

- **One central place**: CERN directory

- **Covid19.Helpline@cern.ch**
  +41 22 766 7777

- **Weekly mails with updates (Thursday evening)**
Teleworking
Overview

- Computing account
- Single Sign-On
- Setting up your own devices for teleworking
- Getting support
Computing account?
(2 questions)
Computing account

- Your **login** and **password** are your keys to get into virtual CERN!
- **CERN computer security rules.**
  - What does that mean? [link](#)
  - **Recommendations** to keep your PC/Mac safe
  - Dedicated presentation + Q&A: Fri 9 July, 13.30
- **Need assistance?** Service Desk
CERN Service Desk

Phone: +41 22 76 77777
Email: service-desk@cern.ch

CERN Service Portal

Services
Service overview in a glance

Online forms
Report an incident, submit a request

Knowledge articles
Find your answer!

Feedback
Your feedback matters!

https://cern.ch/service-portal
SSO: Single Sign-On

- One login and password to access to all CERN files, applications, webpages, …
- Login once and get immediate access to all
  - does not work on all webpages

Moving gradually to a new portal
old and new co-exist at the moment (more info)
Old SSO

CERN Single Sign-On
Sign in with a CERN account, a Federation account or a public service account

New CERN Single Sign-On (SSO) Portal
Please note that CERN IT is starting migrating to the new CERN SSO Portal. Hence, you might face a new look-and-feel prior to signing in to certain services. The URL for the new SSO Portal is "https://auth.cern.ch" and you will receive more information about the new Portal in the next days. [Click to expand]

Sign in with your CERN account
Reminder: you have agreed to comply with the CERN computing rules, in particular OCS. CERN implements the measures necessary to ensure compliance.

Use credentials
Username or Email address: moselim
Password: **********
Sign in

Use one-click authentication
Sign in using your current Windows/Kerberos credentials [autologon]
Use your current authentication token. You need Internet Explorer on CERN Windows or Firefox on SLC (Firefox help here).

Sign in using your CERN Certificate [autologon]
You can get a CERN certificate on the CERN Certification Authority website.

Use strong two factor authentication [show]

New SSO

Log in with your CERN account.

Two-factor authentication
- Log in with Authenticator App
- Log in with Yubikey

One-click authentication
- Log in with Kerberos

Authenticate through your home Institute
Authenticate with your social account

ACCOUNT
Manage your account
Manage your EduID settings

Support
Service Desk: +41 22 76 77777
Computing service status
Equipment

• Laptop/desktop with microphone, speaker, (and camera)
• Network connection at home
Setting up your devices

- Remote desktop (terminal services)
- Web applications
- Installing software and apps on your device

VPN access to CERN prohibited
Storage of your files

- CERNbox: personal (1Tb) or project space
  Note: DFS – fading out

- For Windows PC running NICE
  “Homefolders” on your PC are synchronized
  + tips on configurations to avoid
IT Support

- **IT blog** *(useful tools for teleworking)*
- **CERN Computer Security** website
- **Service Portal** *(Knowledge Base articles)*
- **Service Desk** *(Tickets)*

- Supervisor/colleagues – job-specific tools
Your CERN mailbox

Multiple systems – start page

- Exchange (Outlook, Thunderbird, )
- Dovecot (pilot)

Access mail

- via web browser
- configure your email client
Phone and videoconferencing

CERN Phone book (or from CERN directory)

✓ Skype for Business (phasing out)
  • installation or Web application

✓ CERNphone
  • Mobile client (iOS and Android)
  • Desktop client (Windows, macOS, Linux)

Videoconferencing  Zoom - FAQ
Absence Request in EDH

Working from home (teleworking)

Normally only for **Employed** members of Personnel

In this exceptional period:
also for **Associated** members of Personnel
Coming on site
Access to CERN?

Vulnerabilities?
- Medical certificate
- Specific plan, approved by HSE

Quarantine?
CERN has its own rules
- For confirmed or suspected cases of COVID-19;
- For close contact with someone who has tested positive for COVID-19;
- Arrival/return from travel
Access to CERN

- Physical distance of 2 meters
  - + Proximeter (obligatory as from 1 March)
- Masks:
  - indoors in public or shared workspaces
  - outdoors if 2m can not be respected
  - + if needed: specific PPE
- Hygiene measures
Limited services on site

• Restaurants
• Mobility services (shuttles, car-sharing, …)
• ...

➢ Overview ([link](from COVID19 homepage))
Support

• Supervisor
• Departmental Administrative Officer (DAO)
• HR Advisor or programme coordinator
• Links/FAQ from COVID-19 page
• Service Portal
• Mattermost group for newcomers
Quiz – part 1

CERN as
How many CERN Members of Personnel?
CERN MoP
~16 500

Employed MPE
~ 3 400

Staff
~ 2 650

Fellows
~ 750

Users
~ 12 000

Associates
~ 600

Students
~ 500

Associated MPA
~ 13 100

Contractors
> 4 500
Which department / unit are you joining?
Last public meetings (online)

**Directorate**

Tuesday 22 June

- CERN’s response to COVID19 and measures
- Report Council week
- News from accelerators and experiments
- Q&A

**HR**

26 and 27 April

- Telework procedure and policy
- Diversity and Inclusion: 25 by 25
- Graduate Programme review
- Q&A

[Link to Indico](Eng / Fra)
Quiz part 2

Daily life at CERN
625 ha
fenced: 220

... 700+ buildings
accounting for
500,000 m²

6,180 parking spots

30 km roads
101 ha
green spaces
Road accident on the CERN site

What to do?
Accident on site – different cases

In all cases

Inform supervisor

In case of

- Injury
- Environmental hazard
- Disruption traffic
- 3rd party involved

CERN Fire & Rescue 74444
(+ 41 22 767 44 44)

+ Internal accident report (EDH)

+ European Union Car Accident form
CERN Fire and Rescue Service

assisted by local **First Aiders**

Find out who are closest to your office / usual work places
First Aider door sticker

Your safety contacts: http://safety.cern.ch/FirstAid.html
CERN access card

Visitors badge

Validity:
2 working days

CERN access card
Building 55
Working days from 7:30 to 17:30, non stop
Also
• Proximeter
• Vehicle registration
• Biometrics registration
Legitimation cards

Special status of CERN as international organization
Equivalent to a Work permit and Residence Permit

HR-cards.support@cern.ch
Access to CERN site
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<thead>
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Recap – things to do !?

- Download CERN map on your smartphone

- Enter full number Fire and rescue service in your phone

- Find out who are closest first-aiders
More things to do

My first week on HR website: checklist!!
Onboarding continues with …

- Welcome session *in department*
- Short sessions
  - *Computer security* 9 July, 13.30 - 14.00
  - *Pension Fund* 16 September, 13.30 - 14.00
- *Connecting the dots* 13 July, 14.00 – 17.30
- Induction session *by type of contract*
- Virtual *visit* of CERN installation
- *Spouse* welcome session

* You will be invited
* You need to register
Time for a group photo!
HR
Users’ Office.
Service Desk
Social Affairs
Staff Association.
CERN Pension Fund.
CERN Health Insurance Service (CHIS).
The Installation Service.
Meet colleagues - break-out rooms