On behalf of Roberto Losito, Head of the EN Department,

Welcome to all of you
Welcome to the EN Department

Head of Department: R. Losito
   Deputy: M. Brugger

- Department Head Office (EN-DHO)
  R. Losito

- Administration, Resources & Performance (EN-ARP)
  L. Serio

- Experimental Areas (EN-EA)
  M. Brugger

- Handling Engineering (EN-HE)
  I. Ruehl

- Survey Mechatronics Measurements (EN-SMM)
  A. Masi

- Accelerator Coordination & Engineering (EN-ACE)
  K. Foraz

- Cooling & Ventilation (EN-CV)
  M. Nonis

- Electrical Engineering (EN-EL)
  N. Bellegarde

- Mechanical & Materials Engineering (EN-MME)
  F. Bertinelli

- Sources, Targets & Interactions (EN-STI)
  S. Gilardoni

More information in 2 days

- Operation
  - Infrastructures
  - Accelerators
  - Experimental Areas

- Projects
  - Consolidation
  - Upgrades
  - New facilities
  - Design & Manufacturing

- Studies
Welcome to the EN Department

Building 54
EN Dept. HQ
(EN-DHO)

Meyrin Site (http://maps.cern.ch)
Welcome to the EN Department

Building 35
EN-CV

Building 530
EN-EA

Building 54
EN-ARP + EN-EL

Building 112 + 376
EN-ACE + EN-MME

Building 7
EN-HE

Building 25
EN-STI'

Building 100
EN-MME'

Building 18
EN-SMM
Your office

- Locks and keys
- Inventory
- Office moves
- Renovation works
- Office furniture

EN Logistics

- en-logistics@cern.ch

Emanuele 62020
Marie-Christine 63230

Welcome to the EN Department
Your computer

- Installation
- Troubleshooting
- Advice
- Inventory

EN Desktop

en-desktop@cern.ch

Gaëtan → 169807
Jérôme → 160077
Paolo* → 166331

*EN-STI
Other support services

CERN General Support
service-desk@cern.ch

Printer Support
printer.support@cern.ch

CAD (CATIA SmarTeam) Support
catia.support@cern.ch

CAE Workstation Support
cae-workstations.support@cern.ch
OS and Computer Accounts at CERN

Default configuration

NICE account = CERN Computer Account

2 passwords

NICE password

EDH authorization password
BYOD Policy at CERN
“bring your own device”

Permitted, but in compliance with CERN computing rules
Operational Circular No. 5

✅ CERN web-based applications from outside

✅ NICE desktop from outside ➔ Terminal Server
CERN is target. YOU are target!

- Stop — Think — Don’t open dubious links & attachments!
- Don’t share your password!

In case of doubt: Computer.Security@cern.ch
Copyright violation is a theft and comes with substantial costs.

Only use CERN-provided software!

In case of doubt: Computer.Security@cern.ch
Software

Default!

CMF to install and remove software

☑️ install  save
アジア wait
℧ CMF alert
(enabled actions

start now
Your Electronic Mail at CERN

FirstName.Surname@cern.ch

Synchronized with NICE login

http://mmm.cern.ch

NICE login + password

Welcome to the EN Department
CERN Directory ➔ entry point

- Dept. websites
- Project websites
- Web applications
- Maps, access
- Documents
- Working at CERN
- Life at CERN
- Etc.

http://cern.ch/directory
Files Management + Web-based Applications

- DFS
- CERNBox
- EDMS
- CDS
- INDI

EDH

http://app.cern.ch
NICE login + password
DFS = Distributed File System

Network locations (2)

CERN DFS
Shortcut
1.28 KB

DFS (G:)
278 GB free of 278 GB

Welcome to the EN Department

Users\xxxx

NICE login

http://dfs.cern.ch
NICE login + password
Welcome to the EN Department

CERNBox

Cloud data storage for all CERN users

http://cernbox.cern.ch
NICE login + password
= Engineering Data Management Service

- For **engineering** and **technical** documents
- EDMS supports document lifecycle and access restriction handling
- Dedicated training sessions →

http://edms.cern.ch
NICE login + password
EDH = Electronic Document Handling

Administration **forms** with approval routing
- Absence request
- Official travel request
- Training request
- Access request
- CERN catalogues
- Etc.

[http://edh.cern.ch](http://edh.cern.ch)
NICE login + password + EDH authorization password
Working Hours and Days

Official CERN Working Hours

from AM 08:30 to AM 09:30

Normal Working Hours

from AM 08:00 to AM 08:00

Specific Authorization (outside Normal Working Hours)

starts before AM 08:00 or ends after AM 08:00
## Working Hours and Days (cont’d)

### Working Days

<table>
<thead>
<tr>
<th>Day</th>
<th>Dates and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Tuesday</strong></td>
<td>Tuesday, 1 January (New Year)</td>
</tr>
<tr>
<td><strong>Wednesday</strong></td>
<td>Friday, 19 April (Good Friday)</td>
</tr>
<tr>
<td><strong>Thursday</strong></td>
<td>Monday, 22 April (Easter Monday)</td>
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<tr>
<td><strong>Friday</strong></td>
<td>Wednesday, 1 May (1st May)</td>
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<tr>
<td></td>
<td>Thursday, 30 May (Ascension day)</td>
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<tr>
<td></td>
<td>Monday, 10 June (Whit Monday)</td>
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<tr>
<td></td>
<td>Thursday, 5 September (&quot;Jeûne genevois&quot;)</td>
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<tr>
<td></td>
<td>Tuesday, 24 December (Christmas Eve)</td>
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</tbody>
</table>

### Public Holidays

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, 24 December</td>
<td>(Christmas Eve)</td>
</tr>
<tr>
<td>Wednesday, 25 December</td>
<td>(Christmas)</td>
</tr>
<tr>
<td>Tuesday, 31 December</td>
<td>(New Year’s Eve)</td>
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</tbody>
</table>

- CERN closes for two weeks in the end of the year.
Leaves → Absence Request in EDH

Annual Leaves

30 days/year
(2.5 days/month)

Leave year:
from 1st October
to 30th September

Special Leaves

Home leaves
Additional travels
Leaves for family events
Arrival travels

Your DAO
Your official travels

- Visiting firms
- Attending conferences
- Etc.

en-travels@cern.ch

Marie-Christine  63230
Emanuele        62020
Being trained at CERN

Learning Hub

All training

Safety Training

Welcome to the EN Department
And if I’m sick

inform your GAO or your supervisor

CERN Medical Service

→ Building 57
  (Meyrin site)

→ Monday-Friday
  08:00-17:30
Being insured

MPE
MPAt

CHIS
CERN Health Insurance Scheme

Other
MPA

Allianz
Partners Healthcare for CERN MPA

http://cern.ch/usersoffice
EN Dept. Administrative Office

EN Dept. Administrative Officer:
Rachelle Decreuse-Michaud  📞 73375  📍 54/3-007

EN Department Administrative Office:
Galina ‘Galia’ Galdo  📞 71121  📍 54/3-005

en.dep.dao@cern.ch
Whom to contact

General questions → your **Supervisor** or your **Group Secretary** (GAO)

Administrative matters → EN DAO Office → en.dep.dao@cern.ch

EN official travels → en-travels@cern.ch

EN facility management → en-logistics@cern.ch

Computing questions → en-desktop@cern.ch
What shall I do next?

- Permanent access card → building 55
- Bank account → IBAN starting with CH → EDH [https://edh.cern.ch/Document/Personnel/BankDetails/](https://edh.cern.ch/Document/Personnel/BankDetails/) + en.dep.dao@cern.ch
- Permanent local address → EDH

EN Newcomers Welcome
Thank you / Merci