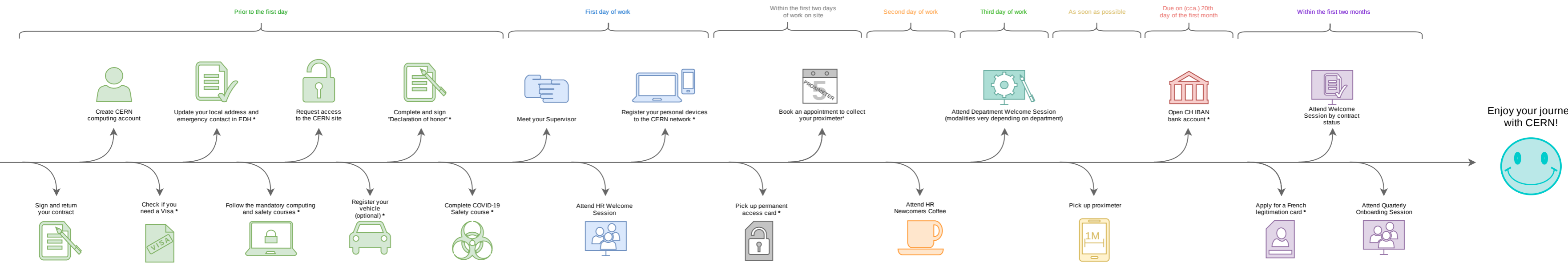# Newcomers' Tasks Timeline

First week "essentials": a schematic guide to the various key tasks to complete in your first days at CERN

Prior to the first day

First day of work

Within the first two days of work on site

Second day of work

Third day of work

As soon as possible

Due on (cca.) 20th day of the first month

Within the first two months

Create CERN computing account

Update your local address and emergency contact in EDH *

Request access to the CERN site

Complete and sign "Declaration of honor" *

Meet your Supervisor

Register your personal devices to the CERN network *

Book an appointment to collect your proximeter*

Attend Department Welcome Session (modalities very depending on department)

Open CH IBAN bank account *

Attend Welcome Session by contract status

Sign and return your contract

Check if you need a Visa *

Follow the mandatory computing and safety courses *

Register your vehicle (optional) *

Complete COVID-19 Safety course *

Attend HR Welcome Session

Pick up permanent access card *

Attend HR Newcomers Coffee

Pick up proximeter

Apply for a French legitimation card *

Attend Quarterly Onboarding Session

Enjoy your journey with CERN!

Legend: Icons marked with ***** are hyperlinked: click on the icon for more information

Check it out!

Before I arrive formalities: https://hr.web.cern.ch/before-i-arrive
My first week at CERN: https://hr.web.cern.ch/my-first-week
Life at CERN: https://hr.web.cern.ch/life-cern

If you need help or support, don't hesitate to reach out!   https://hr.web.cern.ch/i-have-question-who-can-i-contact