

Welcome to CERN



Welcome

Rocio

ALOT

HR Department,
Recruitment and
Sourcing Specialist



Bienvenue

Erwin

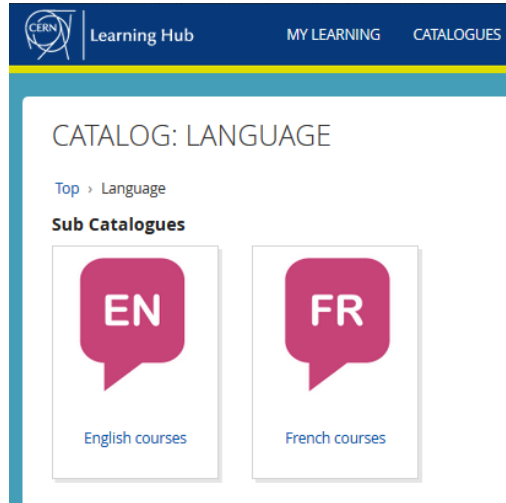
MOSSELMANS

HR Department,
Learning Specialist

Language Training

Virtual Classroom courses

<https://learninghub.cern.ch>



The screenshot shows the CERN Learning Hub interface. At the top, there is a navigation bar with the CERN logo, 'Learning Hub', 'MY LEARNING', and 'CATALOGUES'. Below this, the main content area is titled 'CATALOG: LANGUAGE'. Underneath, it says 'Top > Language' and 'Sub Catalogues'. There are two buttons: 'EN English courses' and 'FR French courses', each represented by a speech bubble icon with the respective language code.



Tandem link

Find a partner
to practice speaking
each other's language



Welcome programme

Today

9.45 – 10.50

Welcome and Presentation

Short break

11.00 – 11.30

Question & Answer session

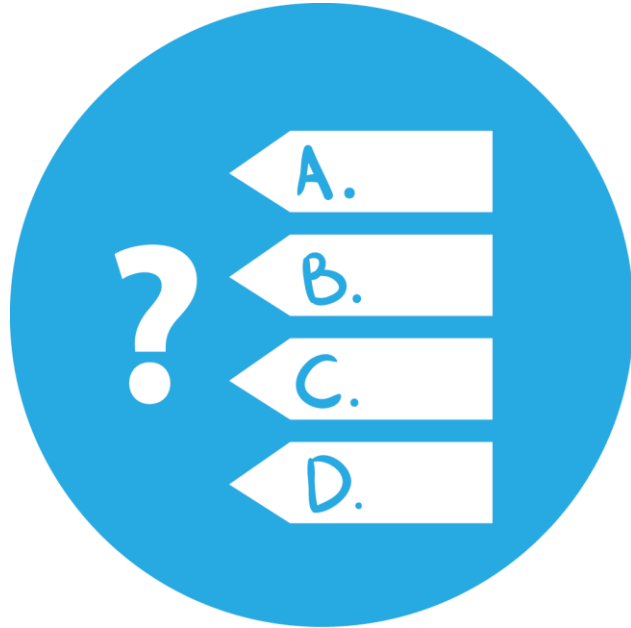
11.30 – 11.50

Q&A CERN Health Insurance
(only staff, fellows and students)

Tomorrow

10.00 – 10.30

Coffee break



Presentation : overview of topics

- CERN and COVID19
- Teleworking
- On site
- CERN as an organisation

Situation as from 2 November

Activities on CERN site continue
especially LS2 work and upgrades

Staff, fellows, students and project associates :

- if activity can be carried out remotely : must telework
- does not apply to those members of the personnel who cannot telework or whose presence on the site is needed for carrying out the ongoing activities
- Hierarchy decides whose presence is needed

[Link to full mail from DG 29 October](#)

For January

- if activity can be carried out remotely : must telework
- start of COVID testing (PCR and/or antigen)
- (New) If symptoms, tested positive or close contact of positive case : you should fill a self-declaration <https://cern.ch/TRAMED>

Stay informed about the situation

- One central place : CERN directory



The screenshot shows the CERN directory website at <https://directory.web.cern.ch>. A yellow banner at the top reads "COVID-19: all the information you need at your fingertips / COVID-19 : les informations dont vous avez besoin à portée de main". Below this, the page title is "The CERN Directory" with a subtitle "Search for what you need, or browse CERN websites. Looking for the Scientists or CERN Community sections, or just curious about CERN?". Navigation tabs include "Phonebook", "CERN Search", "CDS (docs, etc.)", "CERN Service Portal", "Indico (events)", and "CERN Map". A search bar is present with a "Search" button. On the right, a "USEFUL CONTACTS" section lists various services with phone numbers. Two entries, "COVID-19 contacts (English)" and "COVID-19 contacts (French)", are circled in red.

USEFUL CONTACTS	
Emergencies	00 41 22 76 74444
Computer security	00 41 22 76 70500
CERN service portal	00 41 22 76 77777
Systemboard	00 41 22 76 79999
COVID-19 contacts (English)	
COVID-19 contacts (French)	

- Weekly COVID19 updates (every Thursday)

Teleworking



Overview

- Computing account
- Single Sign-On
- Setting up your own devices for teleworking
- Getting support

Computing account

- Your **login** and **password** are your keys to get into virtual CERN !
- You must sign that you comply with **CERN computer security rules**.
- What does that mean ? (link)
 - Recommendations to keep your PC/Mac safe
- Need assistance to create your account ?
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 in 2020

old and new co-exist at the moment ([more info](#))

Old SSO

https://login.cern.ch/adfs/ls/?wa=wsignin1.0&wreply=https%3A%2F%2Ffms.cern.ch%2FShibboleth.s...

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 should only access that web address. [Click to expand]

Sign in with your CERN account

Reminder: you have agreed to comply with the CERN computing rules, in particular OC5. CERN implements the measures necessary to ensure compliance.

Use credentials

Username or Email address

Password

mosselma

●●●●●●●●

Sign in

Remember Username or Email Address [Need password help ?](#)

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

Username

Password

[Forgot Password?](#)

Log In

Reminder: you have agreed to comply with the CERN computing rules, in particular OC5. CERN implements the measures necessary to ensure compliance.

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 eduGAIN settings

Support

Service Desk +41 22 76 7777
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](#)

Read your CERN mail

- Web application
 - Outlook Web Access (OWA)
 - Kopano WebApp
- Configure your email client to use IMAPS or POPS (IMAP/POP over SSL).

Phone and videoconferencing

- Skype for Business
 - installation or Web application
- CERN Phone book
- Videoconferencing tools
 - Zoom Information on how to first login  here
 - Vidyo phasing out by 1 February !

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 ?

If OK

- from supervisor
- no quarantine

When ?

- After arriving from COVID high risk countries/areas
- French **or** Swiss list – links from COVID19 page

How ?

- inform CERN's Medical Service (+41 22 766 7777)
- 14 days not allowed on CERN site



Access to CERN ?



- **Person with vulnerabilities**
 - inform supervisor
 - 2 options : work remotely or leave
- You or household members have **COVID symptoms** :
 - stay home and
 - inform CERN medical service

Access to CERN



- Physical distance of 2 meters
 - Masks :
 - indoors in public or shared workspaces
 - outdoors if 2m can not be respected
 - Hygiene measures (handwashing, etc.)
- + specific PPE if needed



Fewer people on site

Can I go to CERN?

Am I authorized?

Am I particularly vulnerable?

Do I feel sick?



Physical distance

What to pay attention to?

2 metres

Workplaces and public areas

Buildings, transport, lifts, tunnels...



Hygiene measures

What and how?

Wash hands

Wear masks

Clean things

Air indoor spaces



Additional requirements

(To be done once)

- Declaration
- COVID19 health and safety measures elearning + exam

Limited services on site

- Restaurants
- Transportation
- ...

- Overview ([link](#) from COVID19 homepage)



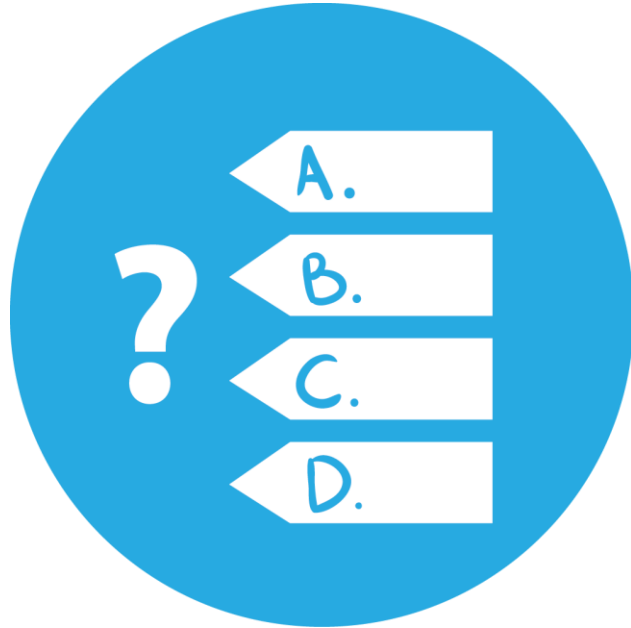
Support



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



Mattermost



CERN MoP
~17 600

Contractors
> 4 500



Employed MPE
~ 3 500

Associated MPA
~ 14 200

Staff
~ 2 650

Fellows
~ 800

Users
~ 13 000

Associates
~ 700

Students
~ 500



Unit

Directorate Services



Health, Safety and Environment

Sector

Accelerator and Technology

Finance and Human Resources

International Relations

Research and Computing

Department

Beams

Finance and Administrative Processes

Experimental Physics

Technology

Industry, Procurement and Knowledge Transfer

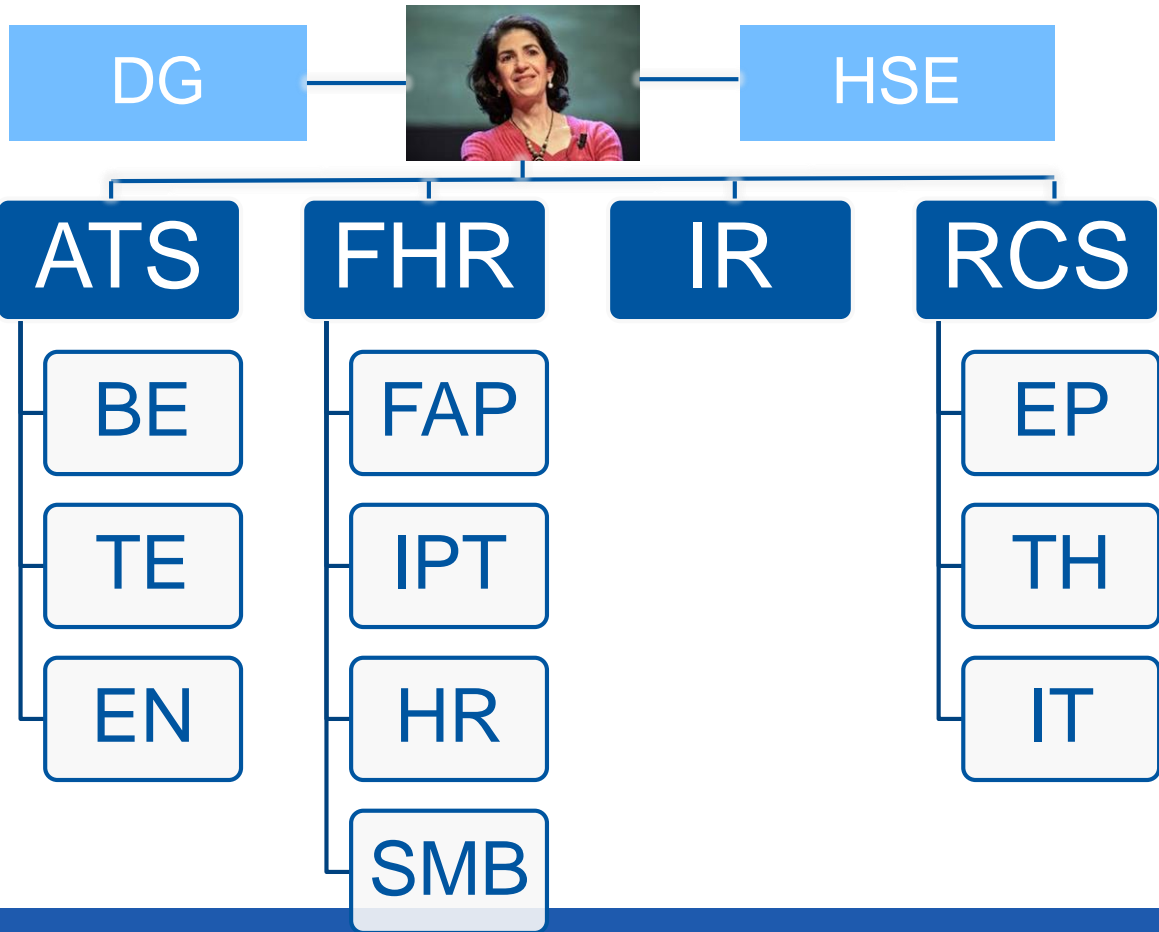
Theoretical Physics

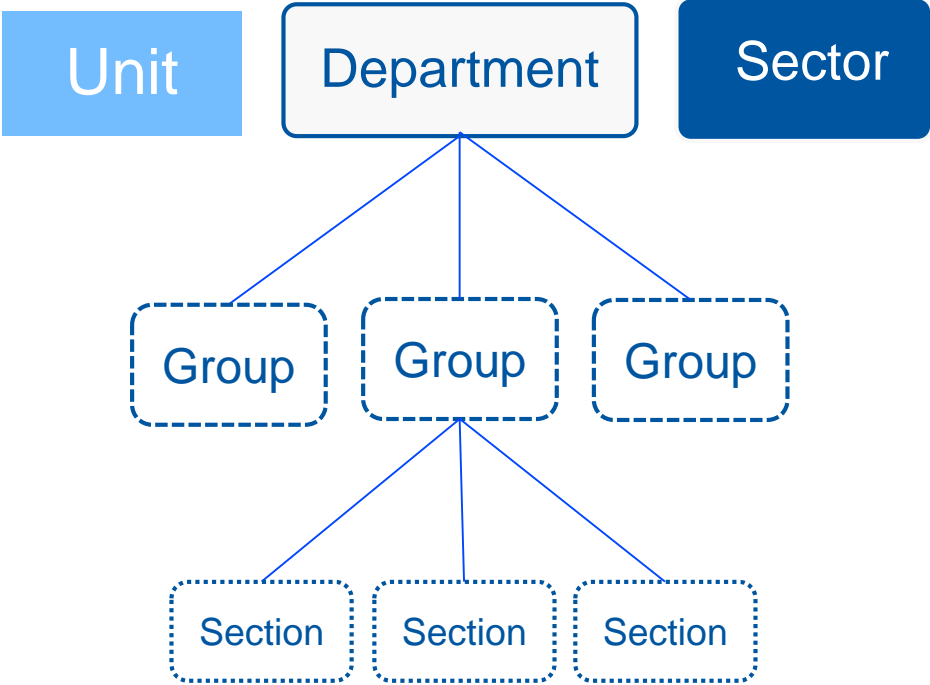
Engineering

Human Resources

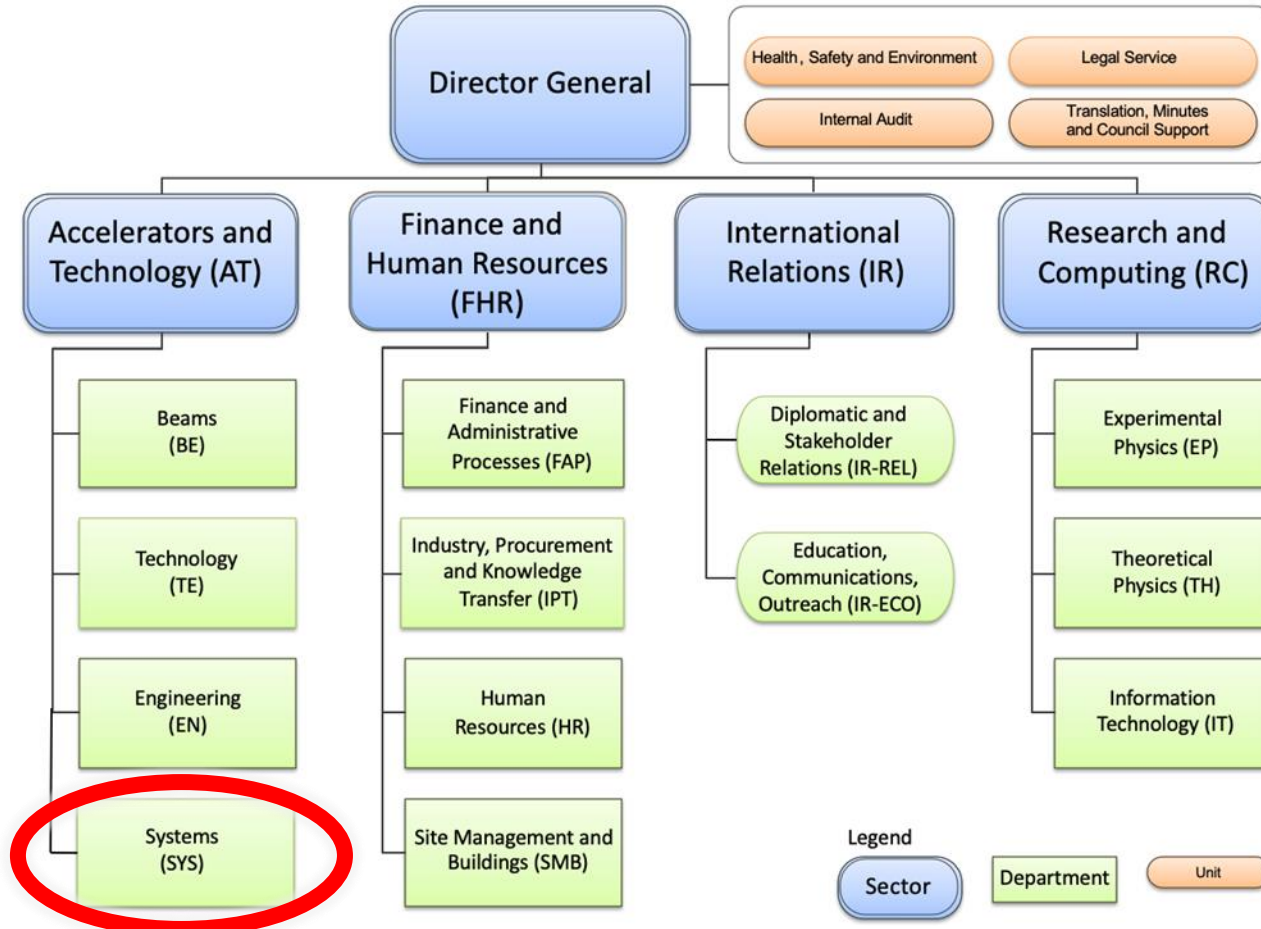
Information Technology

Site Management and Buildings





As from 2021



Latest public meeting DG

Tuesday 15 December

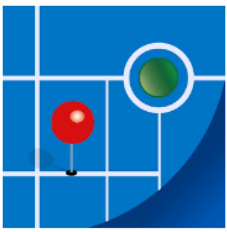
- News from the December Council week
- News from each Director (some ending mandate)
- Looking back at the whole 5 years' mandate
- Questions and answers

Link to [Indico](#) with slides and recording

Quiz part 2

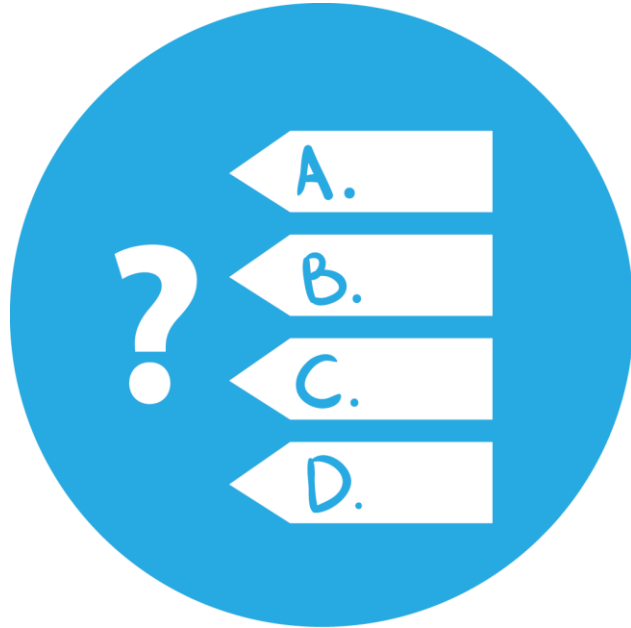
Daily life at CERN





MapCERN





CERN Fire and Rescue Service

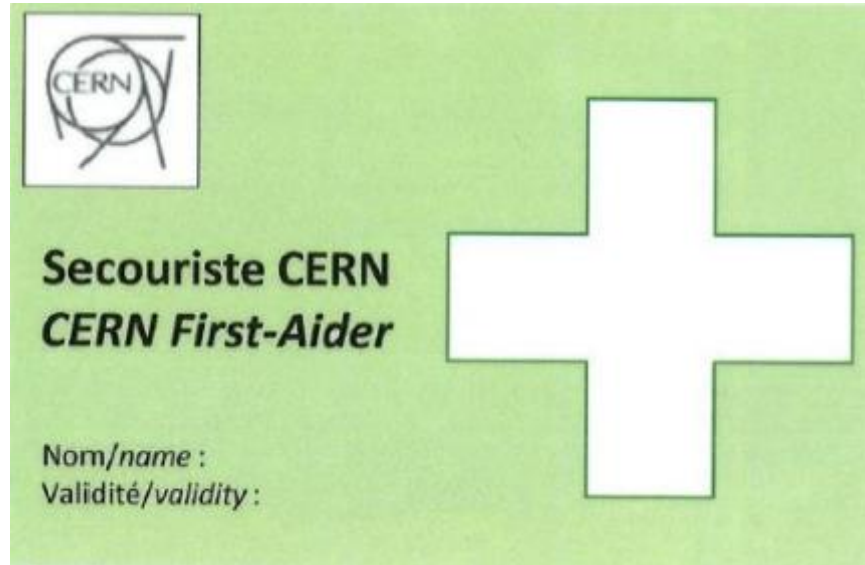
assisted by local **First Aiders**

Find out who
are closest to
your office / usual work places



© CERN Photo

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





- vehicle registration
- biometrics registration



Legitimation cards



HR-cards.support@cern.ch

Gates	Days				
Meyrin A	Mon-Fri	6-22		7-19	
Porte Jura Bldg 33		24/24			
Meyrin B (Main entrance)		24/24			
Meyrin C	Mon-Fri	6-22		7-19	
<i>Meyrin D (goods only)</i>	<i>Mon-Fri</i>				08-12 13-16
Meyrin E	Mon-Fri	In : 7-9.30 Out : 16.30-20			
<i>Intersites tunnel (restrictions)</i>	<i>Mon-Fri</i>			7-18	
Prevessin Main entrance		24/24			
Prevessin Route du Maroc		24/24			
Prevessin Moulin des Ponts		24/24			

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Next steps

Virtual visit of CERN (details to follow)

Quarterly onboarding session

Tuesday 23 February

invitation - programme on Indico





