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Getting Started at CERN</ 1>

Basic needs, first steps, offices/addresses/persons

Maps and buildings: Here is an interactive card and a list of official buildings.

Getting in. As you will notice, CERN is restricted area and you need an acces card. On your first day, go to building 31 and get a one-day card.

Food. You probably travelled a long way to get here and need some fuel for the rest of your quest of getting settled: The wonderful cantines will provide your with all you need, day and night (cantine 1). Cantine one is located here. Cantine two is located here.

Registration with your division. Next, you need to get yourself registered with your division secretariat.

Here is a list of the secretariats of the different CERN divisions.

PH/SFT group: Register contacting Nathalie Knoors of EP/SFT.

IT Division: That means going to building 31 , knocking at the secretary's, (Veronique Favrot), door, office 2-030, and filling out and signing some forms.

If you need more information on administrative procedures, here is a more official manual.

Registering yourself

CERN ID card: Go to building 55. They will take a picture of you and provide you with a 14-days ID card. After 14 days, remember to go there again a pick up your one-year card (they will not remind you).

Car stickers: Same place. See also this. Here is an application form to fill out.

Phone book entries: Check the xwho interface and look up yourself. If he hasn't done it yet or if for some reason the information on you is incorrect, get your group leader to send a email to its Divisional Secretariat with the correct information.

Computer accounts: Your group leader will get these for you. See also here.

Getting, registering and installing systems on a computer

Getting a computer: A computer should be there for you. Otherwise talk to your group leader.

Registering your computer: Before installing anything on your computer, you yourself must be registered (see above). To register it, follow the instructions here.

Installing systems on your computer: For Linux, follow the instructions here. For Windows, follow the instructions here.

CERN services

Overview: Look here.

Buying stuff for your office etc: Rules are available here. Talk to your group leader about what you need.

Reserving a conference room: Everyone ca do this here.

Finding a place to live

CERN housing service: http://cern.ch/housing-service

(originally contributed by F.Orellana)

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