Checklist for New ATLAS Students

See Ramona Echols (EFI Director's Office) for local admin issues
• she will be your contact from Geneva for issues related to the University
• email Ramona Echols   <rechols06@uchicago.edu>
• phone 773-702-8113

Submit a formal application for the university position on Workday.
• since you will have your bachelors degrees before you start you should indicate in the application you have one
• you will then receive a formal offer signed by me, specifying the terms of the job
• you should sign where indicated and return the letter (or a copy)
-         do this electronically if you can because I'll be at CERN
• once the letter is returned the University does a background check
• once the check is successful you can go through the "on-boarding" process with Becky Kurns
• we need to stay on top of all this because it can get stalled without any of us knowing

See Becky Kurns to complete the paperwork for the official appointment, once you have the official letter of offer
• Arrange health insurance
-         be sure to choose plan which covers costs outside US (Maroon Plan?)
-         you need this to be able to register at CERN
• You will need to indicate where your salary payments should be sent
-         perhaps to a bank account in the US

Get UofC HEP computer account for work on ATLAS from Mary Heintz
• phone 773-795-1134
• email <maryh@edg.uchicago.edu>
• tell her you will be a member of our ATLAS group and need to access ATLAS Twiki
• tell her you don't need grid access (at least at this stage)

Check out info on ATLAS home page: http://atlas.web.cern.ch/Atlas/Collaboration/
• the section "Collaboration" has a link to the ATLAS secretariat
• work with the ATLAS secretariat for visas, ATLAS registration, and CERN registration
        https://espace.cern.ch/Administration-ATLAS-Secretariat/_layouts/15/start.aspx#/

Register to become an ATLAS member (can be done from here)
• get the form from the home page of the secretariat
-         complete ATLAS registration form and have me sign it when done
                http://atlassec.web.cern.ch/atlassec/ATLASreg_form.pdf
-         register as a "Physics Masters student."
-            This will give you the necessary access and avoid other complications
-            you will not be qualifying to become an author on all our papers,
                although you can still be an author on special papers
-         choose liberal start and stop dates so these don't interfere with your planning

Activate ATLAS Computer account at CERN (can be done from here)

Review CERN User's Office web page http://usersoffice.web.cern.ch
• you need to be registered with them to obtain an ID card as a CERN user
-        necessary for access to the site and for many other things
-        first thing to do on arrival at CERN
-        do as much as possible in advance
• Ramona can start your registration with the "Pre-registration Tool" (PRT) at CERN
-        she will set up a form for you to fill in and where you can upload some
         documents
-        you should get an email from her with the link
-        once you think your application is complete let me know so I can sign it and
         send it to CERN
• read pages "Before arrival" and "Pre-Registration"
-        I am the ATLAS Team Leader for Chicago and Doug Schaefer (based at
         CERN) is the Deputy Team Leader
• You will need a "Home Institution Declaration"
-        download the form, fill it out and get it signed by in the EFI Director's Office or
         me
-        let me know when you think it's all set and I'll check it and send it to CERN

Arrange for visas (**this takes several weeks**)
• see instructions on ATLAS web site
• make sure you have a passport, valid for the full period you will be working at CERN
• get arrangement for a "long term stay" (more than 90 days)
-        Swiss D visa or French D visa (now they prefer you just get one)
• you need to get the visas here in the US.   It is very hard to do this at CERN and they
         don't like to do this !!

see the Chicago Twiki for UCatCERN for more info on visas, housing, vans, etc
         http://twiki.mwt2.org/bin/view/UCatCERN/WebHome
• some of the info here may be out of date.   Help by updating it.

work on LINUX familiarity

See Ramona about getting set up for travel issues
• Book plane ticket
• use a US carrier to avoid complications but other options may be possible.
-        if you want to use a non-US carrier let's talk
• reserve a room in the CERN hostel for your arrival, if possible
-        reserve a nearby hotel room if the hostel is booked
• get a travel advance so you have cash when you arrive
-        apartment rental usually requires a one month security deposit and the first
         month's rent paid in advance
• make arrangements for where your salary payments should be sent

- you need to be sure you can easily access the money from Geneva

Investigate housing
• arrange temporary housing for the first week or so while you locate a permanent arrangement
- the CERN Hotel web site is: https://smb-dep.web.cern.ch/en/CERN_Housing/CERN_Hotel_BookNow
- there is also a list there of local hotels
- some are on the line of a shuttle bus to CERN
• CERN market website has many listings of various kinds https://social.cern.ch/community/cern-market/SitePages/Community%20Home.aspx
• CERN housing office has listings http://gs-dep.web.cern.ch/en/private-market-accommodation
• see me if you need help evaluating the location of housing
• perhaps take over housing from current Chicago students

Once registered as a CERN user
• check out Electronic Document Handling (EDH) system for CERN requests and info
- https://edh.cern.ch/Desktop/dir.jsp
• take safety courses via EDH (under "Training Catalogue")
- select "Safety Training" on LH side, then "E-learning (SIR)" on next page
- take the following on-line courses and tests
- Computer Security
- CERN Safety Introduction
- RP Training for CERN Supervised Radiation Areas (radiation protection)