

## CERN Registration for RAL Staff

CERN Registration has changed in Jan 2012. Now to **re-register** (for those people whose registration is about to expire), you need to complete the standard **EDH page** and send a **Home Institute Declaration**. Do not leave this to the last minute, but address this as soon as you receive the 1 month notice from CERN.

For first-time CERN users, see below.

### Step 1 - Home Institute Declaration

1. Obtain and complete the [Home Institute Declaration \(HID\) form](#). It is in an editable pdf format. You should leave Date/Stamp/Sig/Name/Title blank for SSC.
2. Send HID to SBS as an attachment through a **Service Request** (see below).  
From your SBS home page, click on *iSupport Employee User* then *Create a Service Request*. Under the heading *General HR & Payroll*, select category *Reference - Other*, problem type *Other*.  
Ask SBS to sign and return HID to yourself. Should take ~1 day, depending on load. If takes more than a week, ring 01793 867003 (HR line).

- [Example of completed HID](#)

### Step 2 - EDH Form

1. Complete your EDH renewal form. It can be found at <https://edh.cern.ch/Document/Personnel/UserCheckList>. *Attach* (button at top-left) the signed HID form to your EDH request and *send*.
2. Your completed EDH request will be forwarded to your Team Leader for approval.
  - You can extend for 5 years.
  - The liability stuff is now simplified. You are employed by *STFC*.

### Service Request

Here is some suggested text:

*Dear SBS*

*Please sign the attached, including the RCUK-SBSstamp. Please return to myself.*

*If you have any queries about this form, please discuss with Paul Ellix.*

*Thank you.*

## Honorary Scientists, Visitor Scientists and other non-Staff

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This includes Soton Students.

Please ask Gemma Bradley (PPD HR Advisor) to sign your HID.

## First Time Registration

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All forms are on this web site: <http://atlassec.web.cern.ch/atlassec/Registration.htm>

If computer access is needed before physically going to CERN, register for *External Participation*, following instructions on the Registration link.

When going to CERN after completing External registration, you have to do the paper work with the Users' Office when you arrive at CERN in order to get properly registered as a *User*. Once your registration is finalised, they will give you an ID number and you have to go to Bat.55 (at Entrance B) to get your CERN badge . To speed up the registration process, prepare in advance the two forms (*Registration Form* and *Home Institution Declaration* (HID) on the link above) required by the UO. The HID form needs to be signed by UKSBS as described in the renewal section.

## This page

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If you have any correction/improvements for this page, please contact [Stephen Haywood](#) (x6761)

-- [StephenHaywood](#) - 2014-09-08

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