

*IT ALL STARTS WITH NEO!*

## NEWCOMERS



NEO is an e-learning platform that provides health and safety training for newcomers, as soon as they enter their lab and whatever their status.

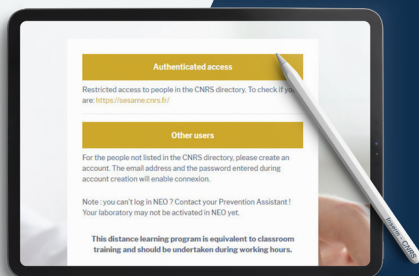


**Inserm**



## DO THIS FIRST:

To find out which platform to use, please contact your health and safety officer:



<https://neo.inserm.fr>



<https://neo.cnrs.fr>

If you already have an Inserm email, please connect via “**Inserm authenticated login**” with your usual Inserm identifiers.

If you have been registered in the CNRS IT system, please connect via “**Authenticated access**” with your Janus identifiers.

In all other cases, please register using “**Other users**”.

For more information, please read the **NEO User Guide for Newcomers** which your health and safety officer can give you.

This training is mandatory and must be completed as soon as possible.

## YOUR TRAINING PROGRAMME

NEO comprises training courses appropriate to your work environment. It provides you with training and tests your knowledge on risk prevention.



Each course lasts on average 30-45 minutes, with alternating theoretical and practical modules.

If you successfully complete the tests for each of the courses followed, you will be given a training certificate.

In addition, each course contains documents and information specific to your host unit in the “**Resources**” section.

## WHO'S WHO IN NEO

### Newcomer:

That's you, when you join a new unit or change units.

### NEO local administrator:

Your first point of contact is your local NEO administrator (ALN), who is often your health and safety officer. They manage the platform locally and personalise your training programme, by choosing the courses linked to your work. They also produce your training certificate and can give you a copy of the NEO User Guide for Newcomers.

Should you have any difficulty using this platform, please contact your local NEO administrator. You can also check out the FAQ or access online help, by clicking on **"Help"** on the NEO interface.



#### FAQ :

<https://faq-si.inserm.fr>

#### Online help:

[support-neo@inserm.fr](mailto:support-neo@inserm.fr)



#### Online help:

[dsi.admin-neo@dsi.cnrs.fr](mailto:dsi.admin-neo@dsi.cnrs.fr)

