



# The NEO application

<https://neo.cnrs.fr>



User guide for newcomers

[www.cnrs.fr](http://www.cnrs.fr)

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# General presentation

- Presenting NEO
- The various NEO profiles
- NEO terminology

# Presenting NEO

- NEO is an e-learning platform that provides mandatory health and safety training for all CNRS newcomers.
- The training programme consists in a number of separate courses, each dealing with a specific hazard. Your unit health and safety officer determines which course(s) you need to follow, depending on the risk present in your workplace. Each course ends with a test. You receive a training certificate at the end of the training programme.

**Important:** a “newcomer” is a person who has newly arrived in the unit, whatever their status, employer and previous experience. A person who is not identified as a newcomer may nonetheless follow the training provided.

# The various NEO profiles

A D M I N I S T R A T O R S	<b>ALN:</b> Local NEO administrator	Unit health and safety officers
N E W C O M E R S	<b>“Registered” newcomers</b>	CNRS unit newcomer (irrespective of type of contract or employer) already registered in the CNRS IT system (Réséda - Janus)
	<b>“Self-registered” newcomers</b>	CNRS unit newcomer (irrespective of type of contract or employer) not yet registered in the CNRS IT system (Réséda - Janus)

# NEO terminology

- **NEO learning platform**

A space where all the resources on health and safety training can be found.  
Based on the Moodle platform.

- **Course**

A set of units consisting in alternating theoretical and practical content.

- **Training session**

A set of courses a newcomer must follow, after which they receive a training certificate.

## Accessing the NEO platform

### Login methods

- “Authenticated access” or “Other users”

- Specific NEO features

### Accessing NEO

- NEO login procedure – “Authenticated access”

- Forgotten password procedure – “Authenticated access”

- Procedure for first “Authenticated access” to NEO

### Procedure for JANUS activation and first “Authenticated access” to NEO

- Procedure for creating an “Other users” NEO account

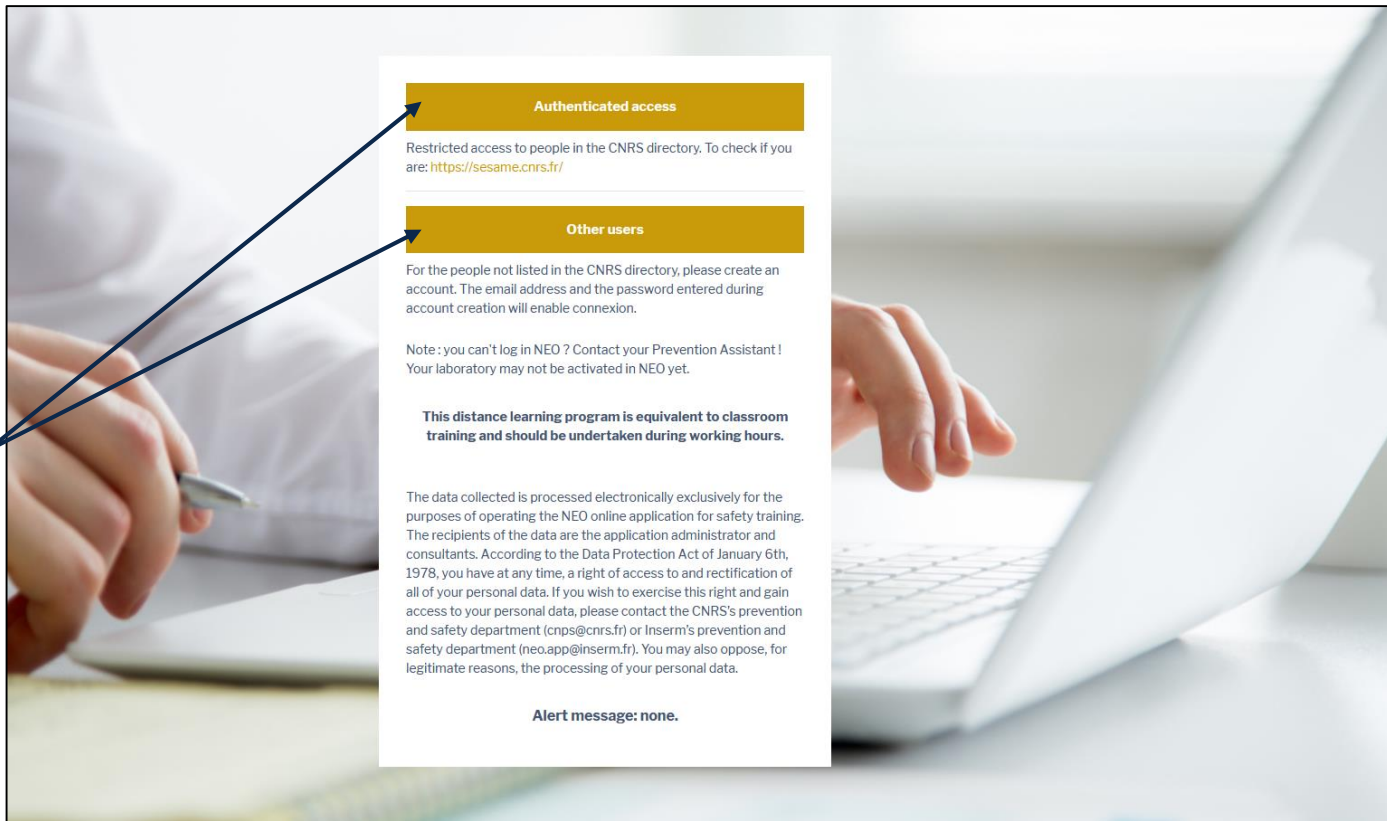
### NEO login procedure – “Other users”

- Forgotten password procedure – “Other users”

# Login methods

## Two login methods

- Authenticated access
- Other users



The screenshot shows a login interface with two main sections highlighted by blue arrows. The first section, 'Authenticated access', is highlighted by an arrow pointing from the 'Authenticated access' bullet point in the text box. The second section, 'Other users', is highlighted by an arrow pointing from the 'Other users' bullet point in the text box. The background of the screenshot shows a person's hands typing on a laptop keyboard.

**Authenticated access**

Restricted access to people in the CNRS directory. To check if you are: <https://sesame.cnrs.fr/>

**Other users**

For the people not listed in the CNRS directory, please create an account. The email address and the password entered during account creation will enable connexion.

Note : you can't log in NEO ? Contact your Prevention Assistant !  
Your laboratory may not be activated in NEO yet.

**This distance learning program is equivalent to classroom training and should be undertaken during working hours.**

The data collected is processed electronically exclusively for the purposes of operating the NEO online application for safety training. The recipients of the data are the application administrator and consultants. According to the Data Protection Act of January 6th, 1978, you have at any time, a right of access to and rectification of all of your personal data. If you wish to exercise this right and gain access to your personal data, please contact the CNRS's prevention and safety department ([cnps@cnrs.fr](mailto:cnps@cnrs.fr)) or Inserm's prevention and safety department ([neo.app@inserm.fr](mailto:neo.app@inserm.fr)). You may also oppose, for legitimate reasons, the processing of your personal data.

**Alert message: none.**



# “Authenticated access” or “Other users”

“Authenticated access” is only for newcomers already registered in the CNRS (Réséda) IT system → access to NEO is automatic

You will be notified by email if this is the case

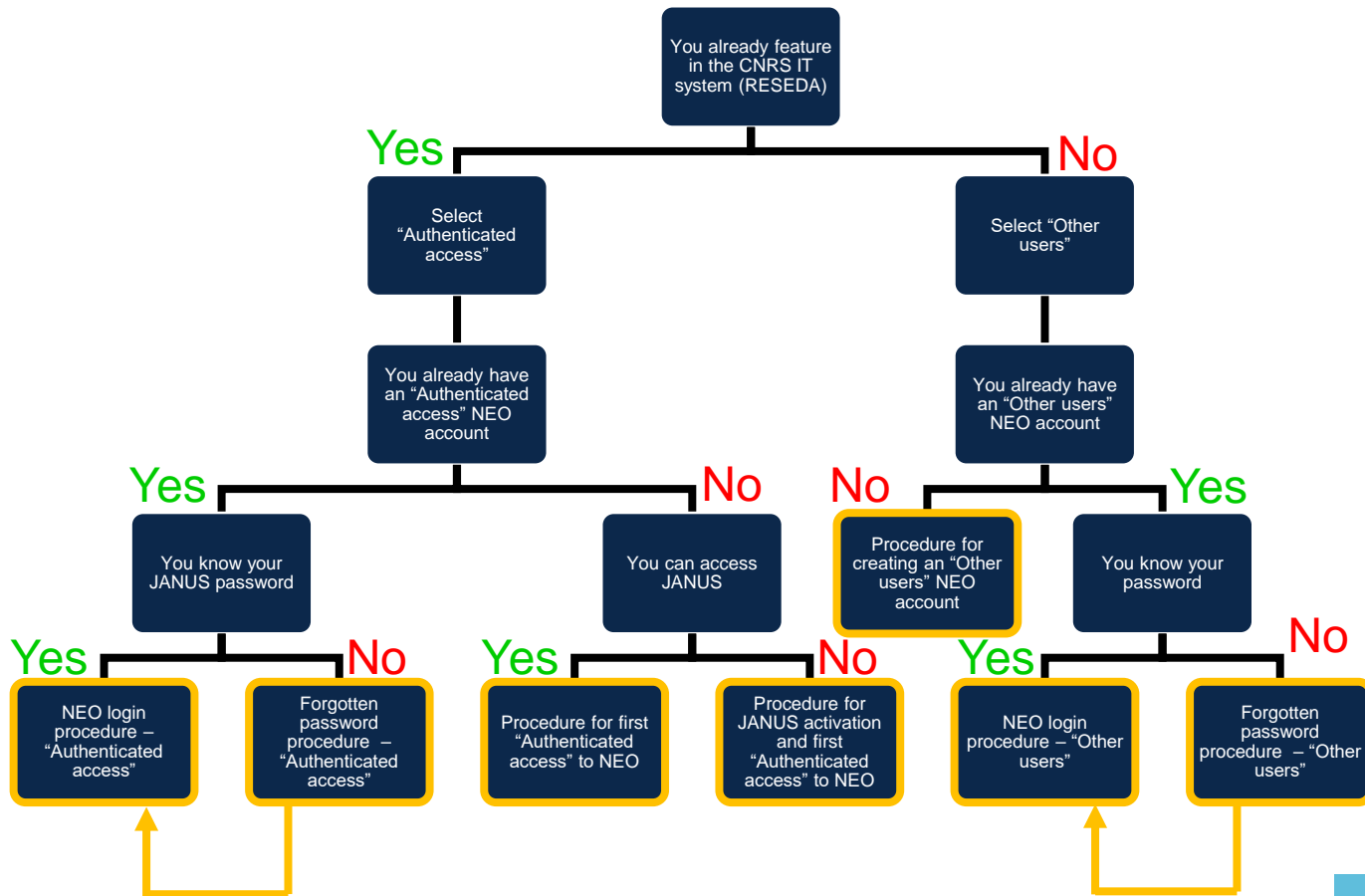
“Other users” is only for newcomers not yet registered in the CNRS (Réséda) IT system.

**Important:** if you receive an email from NEO informing you of a change in login method, please use your “Janus” email and follow this procedure: “JANUS activation and first access to NEO authenticated”

# Specific NEO features

- Newcomers must always choose the same login method, (“Authenticated access” or “Other users”) unless the system indicates a change:  
for instance a newcomer self-registers and then enters the CNRS IT system via RESEDA.
- An email address may only feature once in NEO.
- Women newcomers automatically registered in NEO are registered with their birth names.

# Accessing NEO



# NEO login procedure – “Authenticated access”

**Authenticated access**

Restricted access to people in the CNRS directory. To check if you are: <https://sesame.cnrs.fr/>

**Other users**

For the people not listed in the CNRS directory, please create an account. The email address and the password entered during account creation will enable connexion.

Note: you can't log in NEO ? Contact your Prevention Assistant ! Your laboratory may not be activated in NED yet.

**This distance learning program is equivalent to classroom training and should be undertaken during working hours.**

Select: “Authenticated access”

Accès au SI  
Choisir mon fournisseur d'identité

[Besoin d'aide ?](#)

**CNRS - Personnels des unités**    CNRS - Personnels externes

- Sélectionnez « Personnels des unités » : Si vous êtes CNRS ou NON CNRS et que vous travaillez dans une unité dont le CNRS est l'une des tutelles
- Sélectionnez « Personnels externes » : Si vous êtes NON CNRS et que votre structure n'a pas le CNRS parmi ses tutelles

Se souvenir de mon choix :  Jamais  1 jour  3 mois  9 mois

Select: “CNRS – Personnels des unités”

Janus  
Authentification

Se connecter à neo.cnrs.fr

Identifiant utilisateur@domaine

Mot de passe

Connexion

[Première connexion ou mot de passe oublié](#)

[Mentions légales](#)

Enter JANUS authentication identifiers

## Access to NEO

MY COURSES

- Chemical risk
- Biological risk
- Fire risk
- Prevention



# Forgotten password procedure – “Authenticated access”

**Authenticated access**

Restricted access to people in the CNRS directory. To check if you are: <https://sesame.cnrs.fr/>

**Other users**

For the people not listed in the CNRS directory, please create an account. The email address and the password entered during account creation will enable connexion.

Note : you can't log in NEO ? Contact your Prevention Assistant! Your laboratory may not be activated in NEO yet.

**This distance learning program is equivalent to classroom training and should be undertaken during working hours.**

Select: “Authenticated access”

Accès au SI  
Choisir mon fournisseur d'identité

[Besoin d'aide ?](#)

**CNRS - Personnels des unités**    CNRS - Personnels externes

- Sélectionnez « Personnels des unités » : Si vous êtes CNRS ou NON CNRS et que vous travaillez dans une unité dont le CNRS est l'une des tutelles
- Sélectionnez « Personnels externes » : Si vous êtes NON CNRS et que votre structure n'a pas le CNRS parmi ses tutelles

Se souvenir de mon choix :  Jamais  1 jour  3 mois  9 mois

Select: “CNRS – Personnels des unités”

Janus  
Authentication

Se connecter à neo.cnrs.fr

Identifiant utilisateur@domaine

Mot de passe

**Connexion**

**Première connexion ou mot de passe oublié**

Mentions légales

Click on “Première connexion ou mot de passe oublié”

Set the new password

NEO login procedure – “Authenticated access”

Sésame  
Management of Janus user accounts

Forgotten password? New password

For your account

Enter your new password: \*

Confirm your new password: \*

OK

Confirm request for password change



Complete the form

Janus account: First time login or forgotten password?

This form allows you to know your username and reset your password.

Your status: \*  CNRS units staff  Non-CNRS service users and contractors  External staff

Your email address: \*

I'm not a robot \*

Send mail

An email will be sent. If you are not able to view emails of the selected account, please contact the user support.

If you want to use a reset code provided by your administrator, please [click here](#).



# Procedure for first “Authenticated access” to NEO

## Authenticated access

Restricted access to people in the CNRS directory. To check if you are: <https://sesame.cnrs.fr/>

## Other users

For the people not listed in the CNRS directory, please create an account. The email address and the password entered during account creation will enable connexion.

Note: you can't log in NEO ? Contact your Prevention Assistant ! Your laboratory may not be activated in NEO yet.

This distance learning program is equivalent to classroom training and should be undertaken during working hours.

Select:  
“Authenticated access”

Accès au SI  
Choisir mon fournisseur d'identité

[Besoin d'aide ?](#)

**CNRS - Personnels des unités**    CNRS - Personnels externes

- Sélectionnez « Personnels des unités » : Si vous êtes CNRS ou NON CNRS et que vous travaillez dans une unité dont le CNRS est l'une des tutelles
- Sélectionnez « Personnels externes » : Si vous êtes NON CNRS et que votre structure n'a pas le CNRS parmi ses tutelles

Se souvenir de mon choix :  Jamais  1 jour  3 mois  9 mois

Select:  
“CNRS – Personnels des unités”

Janus  
Authentification

e-dem    Sésame

Se connecter à neo.cnrs.fr

Identifiant utilisateur@domaine

Mot de passe

Connexion

[Première connexion ou mot de passe oublié](#)

[Mentions légales](#)

Enter JANUS authentication identifiers

Complete the profile, the  
“Delegation / Unit / Service - Team” field is mandatory

Civility: M

Birth name:

First name:

Birthday date: 31 January 2022

City/Town:

Select a country: France

Delegation / Unit / Service - Team:

Date of termination: 31 January 2022

Telephone number:

Employer:

Status: No status

Corps: No corps

Create

## Access to NEO

### MY COURSES



# Procedure for JANUS activation and first “Authenticated access” to NEO

**Authenticated access**

Restricted access to people in the CNRS directory. To check if you are: <https://sesame.cnrs.fr/>

**Other users**

For the people not listed in the CNRS directory, please create an account. The email address and the password entered during account creation will enable connexion.

Note : you can't log in NEO ? Contact your Prevention Assistant! Your laboratory may not be activated in NEO yet.

This distance learning program is equivalent to classroom training and should be undertaken during working hours.

Select: “Authenticated access”

Accès au SI  
Choisir mon fournisseur d'identité

[Besoin d'aide ?](#)

**CNRS - Personnels des unités**   **CNRS - Personnels externes**

- Sélectionnez « Personnels des unités » : Si vous êtes CNRS ou NON CNRS et que vous travaillez dans une unité dont le CNRS est l'une des tutelles
- Sélectionnez « Personnels externes » : Si vous êtes NON CNRS et que votre structure n'a pas le CNRS parmi ses tutelles

Se souvenir de mon choix :  Jamais  1 jour  3 mois  9 mois

Select: “CNRS – Personnels des unités”

Janus Authentication

e-dem   Sésame

Se connecter à neo.cnrs.fr

Identifiant utilisateur@domaine

Mot de passe

Connexion

Première connexion ou mot de passe oublié

Mentions légales

Click on “Première connexion ou mot de passe oublié”

Janus account: First time login or forgotten password ?

This form allows you to know your username and reset your password.

Your status: \*  CNRS units staff  Non-CNRS service users and contractors  External staff

Your email address: \*

I'm not a robot \*  \* Required fields

Send mail

An email will be sent. If you are not able to view emails of the selected account, please contact the user support.

If you want to use a reset code provided by your administrator, please [click here](#).

Complete the form



Confirm request for password change

Sésame Management of Janus user accounts

Forgotten password? New password

For your account

Enter your new password: \*

Confirm your new password: \*

OK

Set the password

Procedure for first “Authenticated access” to NEO



# Procedure for creating an “Other users” NEO account

## Authenticated access

Restricted access to people in the CNRS directory. To check if you are: <https://sesame.cnrs.fr/>

## Other users

For the people not listed in the CNRS directory, please create an account. The email address and the password entered during account creation will enable connexion.

Note: you can't log in NEO ? Contact your Prevention Assistant ! Your laboratory may not be activated in NEO yet.

This distance learning program is equivalent to classroom training and should be undertaken during working hours.

Select:  
“Other users”

Click on  
“Create new account”

Complete the form including the “Delegation / Unit / Service - Team” field is mandatory  
Click on “Create”

Confirm  
account  
creation

The ALN validates  
your account

NEO login  
procedure –  
“Other users”





# NEO login procedure – “Other users”

**Authenticated access**

Restricted access to people in the CNRS directory. To check if you are: <https://sesame.cnrs.fr/>

**Other users**

For the people not listed in the CNRS directory, please create an account. The email address and the password entered during account creation will enable connexion.

Note : you can't log in NEO ? Contact your Prevention Assistant !  
Your laboratory may not be activated in NEO yet.

**This distance learning program is equivalent to classroom training and should be undertaken during working hours.**

Select:  
“Other users”

Login using identifiers  
(email and password) chosen  
when the account was  
created

**Access to NEO**

**MY COURSES**

Chemical risk

Biological risk

Fire risk

Prevention

# Forgotten password procedure – “Other users”

**Authenticated access**

Restricted access to people in the CNRS directory. To check if you are: <https://sesame.cnrs.fr/>

**Other users**

For the people not listed in the CNRS directory, please create an account. The email address and the password entered during account creation will enable connexion.

Note : you can't log in NEO ? Contact your Prevention Assistant! Your laboratory may not be activated in NEO yet.

**This distance learning program is equivalent to classroom training and should be undertaken during working hours.**

Select: “Other users”



Click on “Forgotten your username or password?”

Search by email address

Email address

Search

Enter your email



Confirm request for password change

Set password

Username

The password must have at least 8 characters.

New password

New password (again)

Save changes Cancel

Set the new password

NEO login procedure – “Other users”



## NEO interface

- [Home page](#)
- [Navigation bar](#)
- [Training course](#)
- [Lesson interface](#)
- [Test interface](#)

# Home page

Newcomer menu

Navigation bar



Home Documentation Help Select your language

Logout

Home

NEO ADMINISTRATION

Edit my profile

## Before you start :

This online training programme is equivalent to class-based training. It should therefore be completed during working hours. The training courses contain both theoretical units ("Lessons") and interactive units ("It's your turn!") to consolidate learning. You must work through each unit in its entirety before moving on to the next.

Validating a training course requires that you pass a final test (with a minimum of 70% correct answers). Your health and safety officer will issue you with a training certificate at the end of your training programme.

Courses you can access  
(as set out by your ALN)

## MY COURSES



Chemical risk



Fire risk

# Navigation bar

The screenshot shows the top navigation bar of the NEO website. It includes the CNRS and Inserm logos, a home button, a menu with 'Documentation', 'Help', and 'Select your language', and a 'Log out' button. A sidebar on the left contains a 'Home' button and a 'NEO ADMINISTRATION' section with an 'Edit my profile' button. A main content area contains a 'Before you start' section with introductory text.

Access to a website containing user guides

Back to home page

Get help on NEO

Change the language (English or French)

Home

Documentation Help Select your language ▾

Log out

Home

NEO ADMINISTRATION

Edit my profile

Edit your profile

**Before you start :**

This online training programme is equivalent to class-based training. It should therefore be completed during working hours. The training courses contain both theoretical units ("Lessons") and interactive units ("It's your turn!") to consolidate learning. You must work through each unit in its entirety before moving on to the next. Validating a training course requires that you pass a final test (with a minimum of 70% correct answers). Your health and safety officer will issue you with a training certificate at the end of your training programme.

# Training course

## What it contains

- Alternating learning units
  - “lessons” ①
  - practical units: “It’s your turn!” ②
- A test ③

## How it works

- Average time it takes: 30 to 45 minutes
- Practical units are introduced gradually
- The test can only be taken when all lessons and practical units have been completed.
- You may attempt the test three times.
- A score of 70% or higher validates the training course.

①

### 1. Lesson:

What is a fire?



②

### 2. Your turn:

What triggers a fire?



③

Return to module

Question 1

Edit question

Nitrogen in the air is the main oxidising agent in fires

Select one:

True

False

Check

Next page

Previous activity Next activity

Quiz navigation

1 2 3 4 5 6 7 8 9

10

Finish attempt...

Start a new preview

# Lesson interface

Each lesson has several slides, click on the navigation bar to move to another slide.

The screenshot shows a lesson interface for 'CHEMICAL RISK'. At the top, the course title 'CHEMICAL RISK' is displayed in a dark blue box. Below it, a breadcrumb trail reads 'Dashboard > chemical-risk-en > How can chemical hazards be identified?'. A 'Return to module' button is located on the left side. The main content area features a slide titled 'How can a dangerous chemical be identified?' with a dark blue header. The slide text states: 'Dangerous chemicals are identified with a symbol, or pictogramme, which depends on the nature of the hazard:'. Below this text are three columns of hazard pictograms: 'Environmental hazards' (including 'HAZARDOUS TO THE OZONE LAYER' and 'TOXIC TO AQUATIC LIFE'), 'Health hazards' (including 'CMR, TARGET ORGAN TOXICITY, ETC...', 'IRRITANT, SENSITISING, ETC...', 'FATAL', and 'CORROSIVE'), and 'Physical hazards' (including 'EXPLOSIVE', 'FLAMMABLE', 'OXIDISING', 'GAS UNDER PRESSURE', and 'CORROSIVE TO METALS'). A navigation bar at the bottom shows a progress indicator, a 'Pictogrammes' label, and a page number '4 / 13'. On the right side, there are callouts for 'Play-Pause audio', 'Audio script', and 'Full screen' buttons.

Back to home page and course units

Lesson title

Navigation bar

Lesson contents

CHEMICAL RISK

Dashboard > chemical-risk-en > How can chemical hazards be identified?

Return to module

How can chemical hazards be identified?

How can a dangerous chemical be identified?

Dangerous chemicals are identified with a symbol, or pictogramme, which depends on the nature of the hazard:

Environmental hazards

HAZARDOUS TO THE OZONE LAYER

TOXIC TO AQUATIC LIFE

Health hazards

CMR, TARGET ORGAN TOXICITY, ETC...

IRRITANT, SENSITISING, ETC...

FATAL

CORROSIVE

Physical hazards

EXPLOSIVE

FLAMMABLE

OXIDISING

GAS UNDER PRESSURE

CORROSIVE TO METALS

Play-Pause audio

Audio script

Full screen

Pictogrammes

4 / 13

# Test interface

There are ten questions in each test. A score of 70% or higher is required to validate the training course.  
You may attempt the test three times.

The screenshot shows a test interface for a quiz. The main content area displays 'Question 9' with an 'Edit question' gear icon. The question text is 'Chemicals can affect health in the event of exposure via:'. Below it is a 'Select one or more:' instruction followed by a list of six options: a. Inhalation, b. Skin contact, c. Ingestion, d. Eye contact, e. Social contact, and f. Electrical contact. A 'Check' button is located below the list. At the top right, there is a 'Quiz navigation' section with buttons for questions 1 through 10, and a 'Finish attempt...' button. At the bottom left, there is a 'Previous page' button. At the bottom right, there is a 'Finish attempt ...' button. Red lines connect callout boxes to these specific elements.

**Question number** → Question 9

**Question** → Chemicals can affect health in the event of exposure via:

**Select your answer(s)** → Select one or more:

- a. Inhalation
- b. Skin contact
- c. Ingestion
- d. Eye contact
- e. Social contact
- f. Electrical contact

**Check your answer** → Check

**Question navigation button** → Previous page

**Quiz navigation** → 1 2 3 4 5 6 7 8 9 10  
Finish attempt ...

**Instruction** → Select one or more:

**End the test** → Finish attempt ...

Test navigation enables you to visualise progress, move from one question to another and end the test



# Test interface

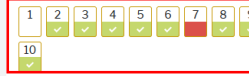
Once you have answered the ten questions, you will be directed to a summary page, enabling you to check you have answered all the questions. At this point, you can still change your answers by clicking “Return to attempt”.

If you have answered all the questions, click on “Submit all and finish”. A confirmation window appears, simply click on “Submit all and finish”.

## Summary of attempt

Question	Status	Marks
1	Not complete	
2	Correct	1.00
3	Correct	1.00
4	Correct	1.00
5	Correct	1.00
6	Correct	1.00
7	Incorrect	0.00
8	Correct	1.00
9	Correct	1.00
10	Correct	1.00

## Quiz navigation



Navigating the test helps you visualise questions that are: left unanswered (white), correct (green), incorrect (red).

No answer/answer not checked

Correct answer

Incorrect answer

Return to attempts

Submit

Return to attempt

Submit all and finish

## NEO FAQs

- Insufficient test score – three attempts made
- Obtaining your certificate
- No courses displayed
- Incorrect email address

# Insufficient test score – three attempts made

If you have not reached a score of 70% and have no attempts left, please contact your health and safety officer.

Your score is too low to validate your course.

You need a minimum score of 70%.

Please note that you are only allowed three attempts. Contact your health and safety officer if you have reached the maximum number of attempts.

Re-attempt quiz

# Obtaining your certificate

Your training programme ends once you have followed all the courses you can access (and passed the tests).

You will receive an email confirming that you have completed the programme.

Your local NEO administrator (usually, your health and safety officer) will issue you with a certificate, which includes your details (name, first name, unit), the courses followed, the time spent on the training programme and when it took place.



Test

57 Avenue d'Azereix  
65000

## Attestation de formation / Training certificate

Je soussigné(e), Directeur du Test, atteste que / I, the undersigned, Director of Test, certify that:

\_\_\_\_\_ a suivi le(s) module(s) de formation suivant(s) / has completed the following training course(s) :

- Prévention
- Risque incendie
- Risque biologique
- Risque chimique

Cette formation équivaut à un volume horaire de 1h20min. / These courses represent 1h20min of training.

La formation réalisée sur l'application Neo s'est déroulée de 24/02/2016 à 24/02/2016. / The training was undertaken on the Neo application from 24/02/2016 to 24/02/2016.

Fait pour servir et valoir ce que de droit. / This certificate is issued for all legal purposes.

Directeur du Test /

Director of Test

# No courses displayed

## Before you start :

This online training programme is equivalent to class-based training. It should therefore be completed during working hours.

The training courses contain both theoretical units ("Lessons") and interactive units ("It's your turn!") to consolidate learning.

You must work through each unit in its entirety before moving on to the next.

Validating a training course requires that you pass a final test (with a minimum of 70% correct answers). Your health and safety officer will issue you with a training certificate at the end of your training programme.

## MY COURSES

Now, you can't follow training course because the prevention assistant of unit don't authorize your account, yet. You will receive a message as soon as your account is validated.

In the event that this message is displayed when you log in,  
you need to wait for your local NEO administrator to confirm your registration.

# Incorrect email address

If you are having login problems with “Authenticated access” because an incorrect or inactive email address has been used, please get in touch with your health and safety officer or administrator.

If your health and safety officer or administrator cannot change it, please create another account thru “Other Users”.

