



EDH QUICK REFERENCE GUIDE

PRE-REGISTRATION FORM FOR EXTERNALS (PREGEX)



For more information : please consult the procedure in the Admin e-guide : [People registered as "External"](#) (for members of the personnel only).

INTRODUCTION

The [form](#) must be completed when the registration of an External is required.

Creation rights are based on services in charge.

Following the reasons used, some specificities must be applied.

STEP 1: CREATE A FORM ON EDH – CREATOR’S VIEW

The service in charge, the group or departmental secretariat concerned creates the [Formulaire de pré-enregistrement pour External / Pre-registration form for Externals](#) based on the information sent by the CERN guarantor.

N.B. It is important that the creator checks the dates of the previous registration, if applicable, so that they don’t interfere.

The service decides which reason should be used and fills in the External’s personal data such as:

- Name,
- First name,
- Email address,
- Dates of affiliation, and

the name of the guarantor.

When the External comes to CERN as part of a conference, workshop, etc., it is recommended to add in the “Event Information” field, the link to the event in order to justify the use of the reason “CONF”.

If the External is registered under the reason “CONF” or “DIST”, the creator must specify whether or not the activity requires the presence of the person on the CERN site. If not, it is then not necessary to validate the aspects linked to the residence or work permit, nor to the insurance part when the External receives the pre-registration form.

The maximum duration of the registration depends on the reason used. For more details, please consult the procedure [People registered as "External"](#).

The CERN guarantor must be a staff.

If the External is registered under the reason “CONF” or “FORM”, the guarantor may, exceptionally and under justification, request the creation of a computing account for this person.

The document is saved and sent.

STEP 2: EXTERNAL’S VIEW

The External receives an automatic email with the subject « *[Action required] Your participation at CERN* » via the email address previously provided by the service in charge. The External clicks on the EDH link and get to the PREGEX document.

N.B. Externals may already have an EDH account. If this is the case, they must open the link to the PREGEX by copying/pasting the URL into an incognito page (CTRL + SHIFT + N) so as not to be connected to their account.

The link provided is available up to 3 months.

The External fills in their personal data. It is important that the name and first name(s) entered correspond exactly to the identity document, as without this information the registration cannot be validated by the CERN Community Support Centre.

If the External has already been registered at CERN, their Person ID must be mentioned in the field “Have you had a previous affiliation at CERN?”. The next step of the Person Matching will then be simplified.

The External must confirm the insurance, work and residence permit aspects, if applicable. If the option “No” is checked, it will be impossible for the person to send the document. Without those information, the registration cannot be done.

The External sends the document. No password is necessary.

STEP 3: GUARANTOR’S VIEW

By co-signing the External registration form, the CERN Guarantor confirms the reason for which such status is sought, the CERN’s interest in the arrangement and confirms that the period of association indicated on the form is necessary and appropriate.

The CERN Guarantor will inform the Organization of any changes in the foregoing, it being understood that such changes may result in the termination of the candidate’s External registration.

The guarantor checks the dates of affiliation.

If the guarantor notices an error in the information submitted, the document can be sent back to the External. The person will then receive an email with the information to be corrected.

STEP 4: CERN COMMUNITY SUPPORT CENTER’S VIEW

The CERN Community Support Centre receives the document. Externals receive an email from noreply@ariadnext.com (IDNow application) asking them to scan their valid ID document and take a photo of themselves. The ID must also be valid until the end of the affiliation. The scan is saved, the data extracted and compared with the information recorded in the EDH document. Externals are notified at the end of the IDNow check that their ID has been uploaded and will be checked.

As soon as the document has been validated in the IDNow check, the CERN Community Support Centre carries out the Person Matching with OracleHR, in order to avoid the creation of duplicates. Finally they validate the registration.

If their documents (ID and photo) don’t comply with the conditions defined by IDNow and the Authorities, the CERN Community Support Centre tell them that their registration cannot be completed. The person will then receive an email with the information to be corrected.

The registration in OracleHR is automatic. The ID is automatically deleted from IDNow. The form is transferred in e-files with the remaining documents attached.

The creator of the document, the guarantor and the External are then notified by email when the registration is completed.

