

○ **NEO**

**FOR NEW ARRIVALS:
TRAIN YOURSELF!**



NEO is an educational platform designed to provide safety training for all new Inserm Unit personnel, on their arrival and whatever their status. ○

Instituts
thématiques

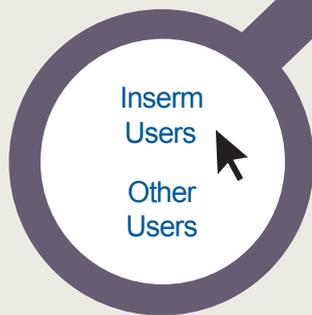


Inserm

Institut national
de la santé et de la recherche médicale



TO BEGIN



To access the platform: <https://neo.inserm.fr>

Select your language.

If you have an Inserm e-mail address, you can connect via Inserm Users with your regular messaging service login details.

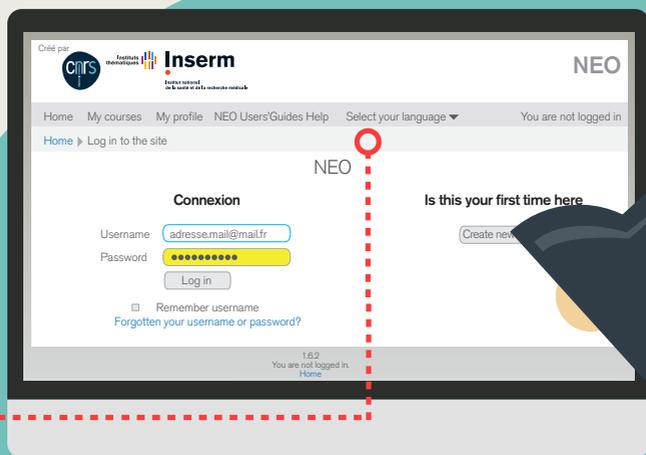
Otherwise, you will have to sign up via «Other Users/Is this your first time here?»

For further information, refer to the Guide for New Arrivals that you can get from the Safety Officer.

N.B: check your profile information and update it, if necessary.



Once your account has been created, you have two months to complete the modules. This training course is obligatory.





THE TRAINING PROGRAM

Based on training modules selected to match the Unit you have joined, NEO provides safety information and tests your knowledge about prevention as well as chemical, fire and biological risks.

Each module will present material and information specific to the Unit you have entered.



Each module takes about 20 minutes to complete. If you stop before the end, you will have to start over from the beginning.



The tests will help you check what you have learned in the modules. If you answer all the questions correctly, you will be awarded a certificate.



WHO IS INVOLVED?

- **New arrival:**
Anyone who joins a Unit.
- **Safety Officer:**
Your front-line contact who administers NEO locally (referred to as ALN). He/she will define your training course and issue your training certificate. He/she can also provide you with the Guide for New Arrivals.
- **Safety Advisor :**
He/she administers the software at the regional level (referred to as ARN) as well as creating and managing Safety Officers' accounts. He/she also activates accounts for Research Units that wish to offer the application.

If you encounter the least problem using this program, ask your Unit's Safety Officer for help.



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

On-line help: support-neo@inserm.fr



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