








Your first days at IMT



Welcome to the Institut de Mathématiques de Toulouse.

This document presents the necessary steps to take when you start working, at the common site of the lab (at University of Toulouse = UT), **whatever your employer or your host institution.**

	01 Fill in the welcome form 	02 Administrative reception 	03* Documentation 
	Give the information that the administrative office needs to prepare for your arrival. Read the internal rules	Installation minutes, access badge, office key or access code, canteen card, computer account, intranet access, general information, office supplies	Registration to the library, access to electronic documentation, HAL online archive, creation of IdHAL, signature of publications
	You will receive an e-mail with a link to the form (you may request this link by writing to accueil.imt@math.univ-toulouse.fr)	1R3 Ground floor, office 4 Accueil	1R2 Ground floor, Math-Mechanics Library
	As soon as possible	You will be notified by e-mail as soon as the information on your form has been processed	
	Personal details, ID photo, type and effective date(s) of your contract, salary index, vehicle registration document for the car park card...	If additional documents are required, you will be informed by e-mail	After obtaining access to the UT intranet

*For research staff



IT

- If you need computer assistance (hardware, software or configuration):
 - See instructions on IMT [Intranet > Poste de travail informatique](#),
 - informatique@math.univ-toulouse.fr,
 - Office 1R3-225 on the footbridge
- You will need a PLM (Platform for Mathematics Online) account to access several services, including data sharing and backup. To create one, log in on <https://portail.math.cnrs.fr> using your institutional login and password.

Getting information

Consult the website : www.math.univ-toulouse.fr

- Discover the organization and life of the laboratory
- [You are > New IMT member](#)
- [Education](#) section for links to teaching departments and the doctoral school
- **Intranet :**
 - [CR-règlementation-organisation > Instances > Conseil de labo](#) for your board representatives
 - [Partir en mission](#) for the mission procedure. **Do not pay any transportation/hotel yourself!**
 - [Vous êtes > Doctorant/Postdoc](#) for PHD students and postdocs

