

Schweizerische Eidgenossenschaft
Confédération suisse
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Kdo Cy / CEA
CoE Software Engineering

OSS Onboarding Guide

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1. Account Setup

Your anonymized Google account is ready. Use it exclusively for open source work at CEA.

IMPORTANT	You **MUST** use this account for all CEA-related open source activities.

Setup steps:

1. Go to https://myaccount.google.com/
2. Log in with:

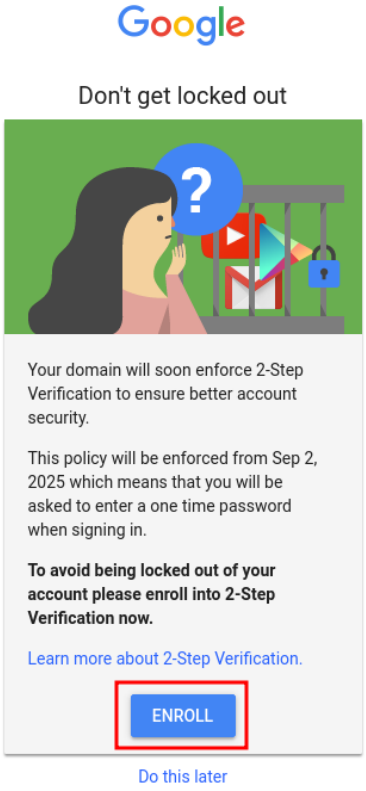
   Username:
   `{USERNAME}`

   Password:
   `{PASSWORD}`

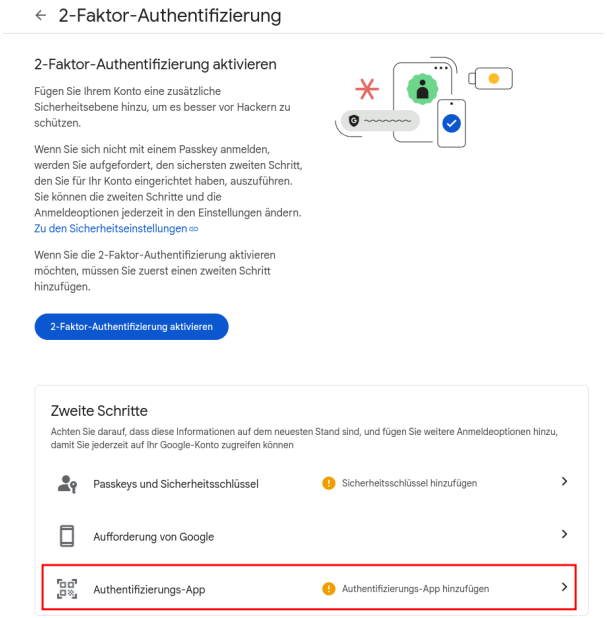
3. Change your password to a strong, unique one.

TIP	Use a password manager.

4. Enable Two-Factor Authentication (2FA).
   a. Click **Enroll/Anmelden**.



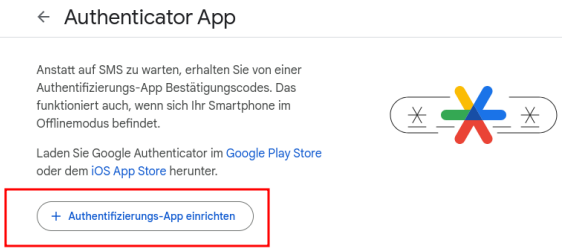
b. Select **Authenticator-App**.



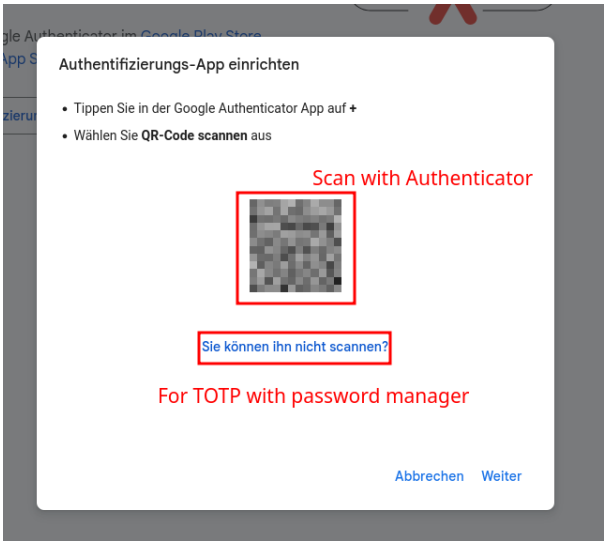
Authentication Method	Allowed	Example
Passkey and Security Key	YES	YubiKey, password managers (Bitwarden, …)
Authenticator-App	YES	Google Authenticator, KeePassXC, Bitwarden, …
Everything else	NO	

NOTE | Private devices may be used for 2FA.

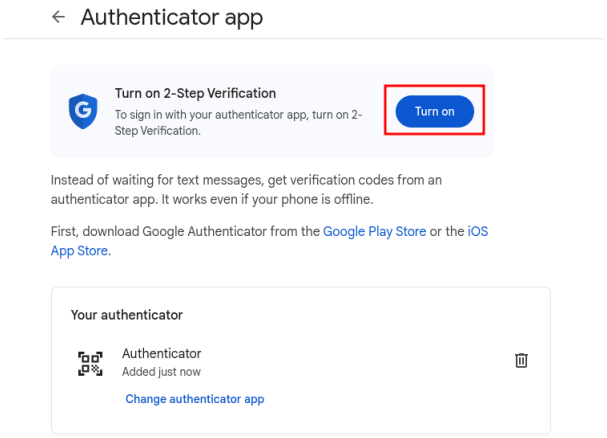
c. Add an authenticator app.



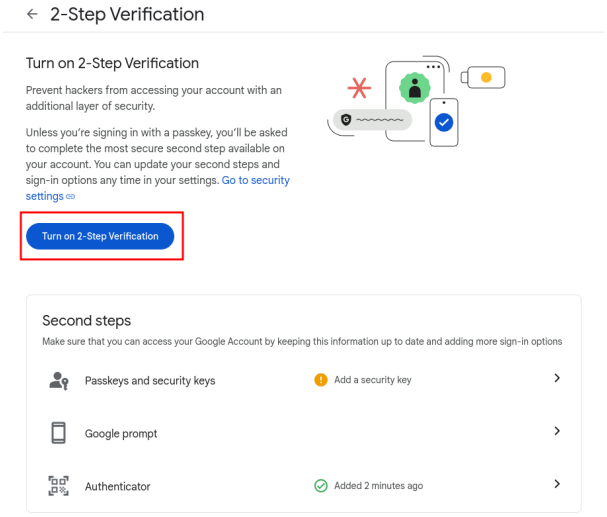
d. Scan the QR code or add the secret manually.



e. Enable **Authenticator-App** as second factor.



f. Turn on 2-step verification.



2. Anonymous Identity Usage

You may use your anonymous identity on other open source platforms (e.g., GitHub, DockerHub, …). This is regulated by a separate policy: "Richtlinie zur Nutzung von Google-Workspace-Anonymkonten für Open-Source-Aktivitäten".

IMPORTANT	You must read and comply with this policy.

On some platforms, accounts are created automatically through the identity provider. See the setup steps below.

2.1. GitLab

GitLab access is via SAML single sign-on with Google. **Do not** create an account manually. Always sign in through Google.

Steps:

1. Open https://workspace.google.com/dashboard
2. Sign in if prompted.
3. Click **GitLab**.

Your account will be created and added to the Swiss Armed Forces Group. For non-public projects, request access from the Project Owner.

3. Dos and Don’ts

Follow these rules to keep your account and projects secure:

- **DO** use the account only for CEA open source projects.
- **DO** keep your password secure.
- **DO** report suspicious activity immediately.
- **DO NOT** use this account for personal purposes.
- **DO NOT** add personal data (email, phone number, etc.).
- **DO NOT** share credentials.
- **DO NOT** disable or weaken security (e.g., 2FA).
- **DO NOT** store sensitive data outside approved systems.

4. Contact

By following these steps, you help keep the environment safe and effective. For support, contact oss.cea@vtg.admin.ch or your Project Owner. Send feedback on this onboarding process to the same address.