

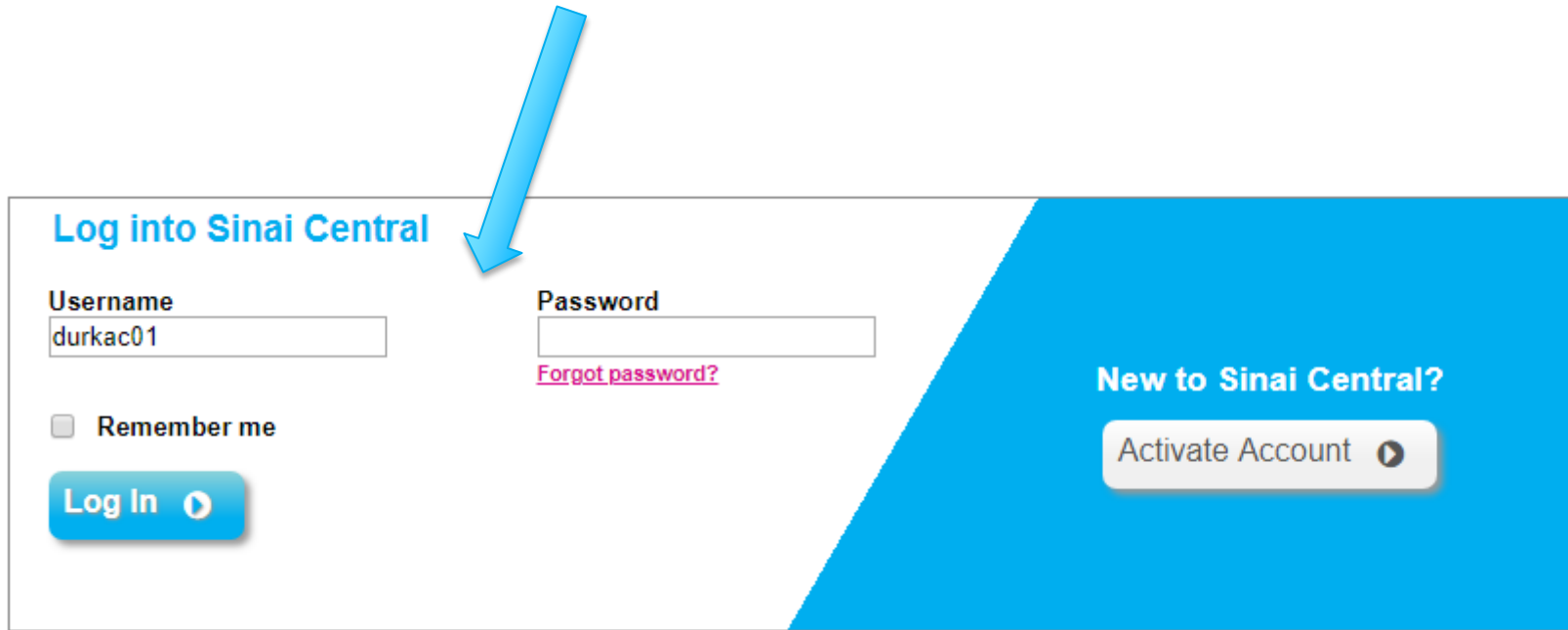
**Mount Sinai Health System/
Icahn School of Medicine
Sinai Central - EDIR
User Manual 2018 for students**



**Mount
Sinai**

Login screen - <https://sinaicentral.mssm.edu/>

Use the same name and password used for accessing your Icahn School of Medicine computer



Log into Sinai Central

Username
durkac01

Remember me

Log In

Password

[Forgot password?](#)

New to Sinai Central?

Activate Account

Employee Self Service Menu



Sinai Central

Home

COI
Employee Self Service

Finance

GCO

HR

Utilities

Directory
Personal Profile

Email Support

Documentation

Change Layout



Select Employee Self Service

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Sinai Central

Home > Employee Self Service

Employee Self Service

- Access Recertification
- Account Admin
- Attestation
- Car Pool
- Clinical Appointments
- Direct Deposit
- Directory Profile
- Emergency Contact
- Employment Verification Letters
- Faculty Appraisal
- Grant-In-Aid
- Mass Notification Profile
- Occupational Health Survey
- Payroll Online
- Performance Appraisal
- Salary Sources
- Sinai1 Profile
- Surveys
- Tax Forms / Address Change
- Travel Waiver

Utilities

Directory
Personal Profile

Email Support

Documentation

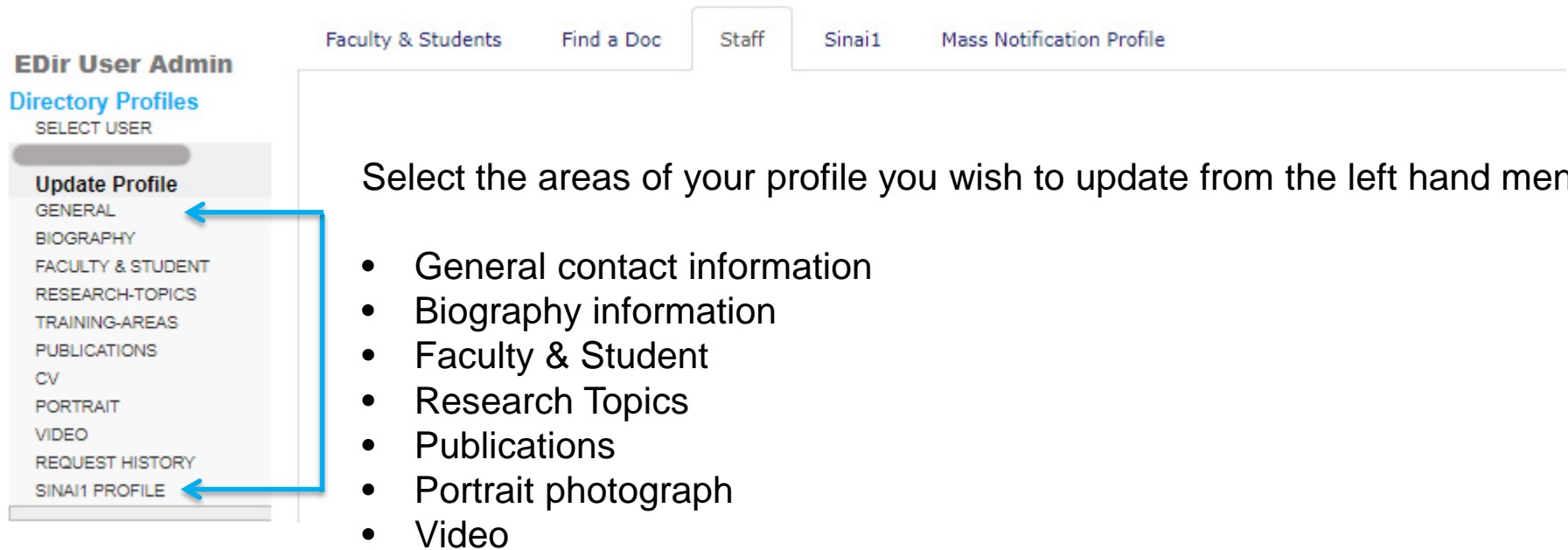
Change Layout



Select Directory Profile

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Directory Profile Menu



The screenshot shows the EDir User Admin interface. At the top, there are navigation tabs: Faculty & Students, Find a Doc, Staff, Sinai1, and Mass Notification Profile. On the left, the 'EDir User Admin' section is active, showing 'Directory Profiles' and 'SELECT USER'. Below this is a 'Update Profile' menu with the following options: GENERAL, BIOGRAPHY, FACULTY & STUDENT, RESEARCH-TOPICS, TRAINING-AREAS, PUBLICATIONS, CV, PORTRAIT, VIDEO, REQUEST HISTORY, and SINAI1 PROFILE. Two blue arrows point from the 'Update Profile' menu to the list of options on the right.

Select the areas of your profile you wish to update from the left hand menu:

- General contact information
- Biography information
- Faculty & Student
- Research Topics
- Publications
- Portrait photograph
- Video

General – add contact information

Update General Contact Info

EDir User Admin

Directory Profiles

SELECT USER

Update Profile

- GENERAL
- BIOGRAPHY
- FACULTY & STUDENT
- RESEARCH-TOPICS
- TRAINING-AREAS
- PUBLICATIONS
- CV
- PORTRAIT
- VIDEO
- REQUEST HISTORY
- SINA1 PROFILE

Requested By
Status DRAFT

Name

First	Middle	Last
<input type="text"/>	<input type="text"/>	<input type="text"/>

Gender

Email

[Add Email](#)

On Campus

[Add Address](#)

Off Campus

[Add Address](#)

SAVE DRAFT

PUBLISH

CANCEL REQUEST

Complete your Biography information

Update Faculty Profile

EDir User Admin

Directory Profiles

SELECT USER

Update Profile

GENERAL

BIOGRAPHY

FACULTY & STUDENT

RESEARCH-TOPICS

TRAINING-AREAS

PUBLICATIONS

CV

PORTRAIT

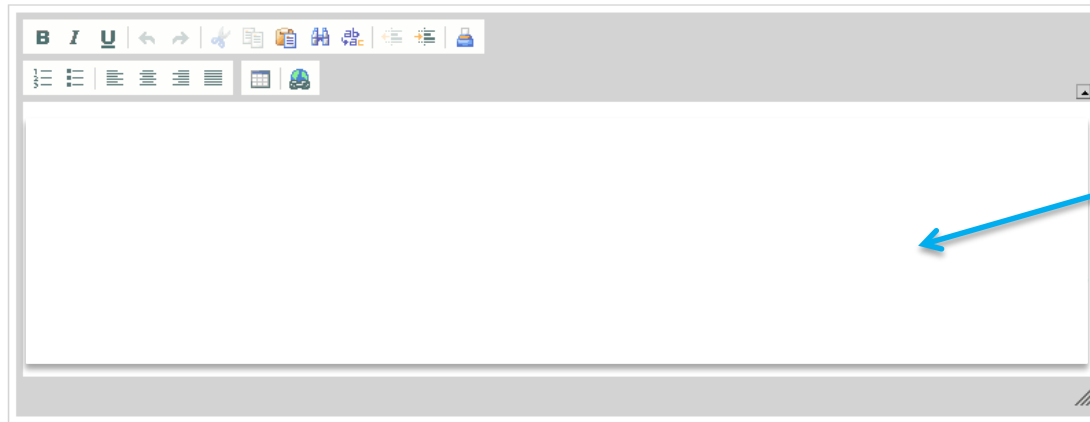
VIDEO

REQUEST HISTORY

SINAI1 PROFILE

Requested By [REDACTED]
Status DRAFT

Biography



A rich text editor interface for entering biography information. It features a toolbar with various icons for text formatting (bold, italic, underline), alignment, bulleted and numbered lists, indentation, link, unlink, and image insertion. The main editing area is currently blank.

Add your biography info

SAVE DRAFT

PUBLISH

CANCEL REQUEST

Complete your Student information

EDir User Admin

Directory Profiles

SELECT USER

Update Profile

GENERAL

BIOGRAPHY

FACULTY & STUDENT

RESEARCH-TOPICS

TRAINING-AREAS

PUBLICATIONS

CV

PORTRAIT

VIDEO

REQUEST HISTORY

SINAI1 PROFILE

Requested By [REDACTED]
Status DRAFT

Education

[Add another institution](#)

Research

[Add another research topic](#)

Awards

[Add another award](#)

SAVE DRAFT

PUBLISH

CANCEL REQUEST

Update Faculty & Student Profile

Select your Research Topics

Choose your Research Topic

EDir User Admin

Directory Profiles

SELECT USER

Update Profile

- GENERAL
- BIOGRAPHY
- FACULTY & STUDENT
- RESEARCH-TOPICS
- TRAINING-AREAS
- PUBLICATIONS
- CV
- PORTRAIT
- VIDEO
- REQUEST HISTORY
- SINAI1 PROFILE

Requested By
Status DRAFT

Please pick the Research Topics that apply to you.

- Addiction
- Adipose
- Aerodigestive Tract
- Aging
- Alkaliphilic Bacillus
- Allergy
- Alzheimer's Disease
- Amyotrophic Lateral Sclerosis
- Anatomy
- Anesthesia
- Angiogenesis
- Anti-Tumor Therapy
- Antibiotic Resistance
- Antibody Development
- Antigen Presentation
- Antimicrobial Resistance
- Antivirals
- Aplysia
- Apoptosis/Cell Death
- Atherosclerosis
- Auditory
- Autism
- Autoimmunity
- Autophagy
- Axon Guidance
- Axonal Growth and Degeneration
- B Cells
- Bacterial Genetics
- Basal Ganglia
- Behavioral Health
- Biochemistry

SAVE DRAFT

PUBLISH

CANCEL REQUEST

Select your Training Areas

Choose your Training Area

EDir User Admin

Directory Profiles

SELECT USER

Update Profile

GENERAL
BIOGRAPHY
FACULTY & STUDENT
RESEARCH-TOPICS
TRAINING-AREAS
PUBLICATIONS
CV
PORTRAIT
VIDEO
REQUEST HISTORY
SINAI1 PROFILE



Requested By

Status DRAFT

Please pick the Training Areas that apply to you.

- Cancer Biology [CAB]
- Development, Regeneration, and Stem Cells [DRS]
- Genetics and Data Science [GDS]
- Immunology [IMM]
- Microbiology [MIC]
- Neuroscience [NEU]
- Pharmacology and Therapeutics Discovery [PTD]

Save Draft

Cancel Request

Publish

SAVE DRAFT

PUBLISH

CANCEL REQUEST

Add your publications

PUBLICATIONS

EDir User Admin

Directory Profiles

SELECT USER

Update Profile

GENERAL

BIOGRAPHY

FACULTY & STUDENT

RESEARCH-TOPICS

TRAINING-AREAS

PUBLICATIONS

CV

PORTRAIT

VIDEO

REQUEST HISTORY

SINA11 PROFILE

Requested By
Status DRAFT

Download references from PubMed

Enter the PubMed ID. You may enter multiple ids separated by spaces. The downloaded references will be added below.

PubMed ID(s)

Sort Order

[Delete Reference](#)

Type

Title

Journal Name

Volume Issue

Year Month

Pagination

In Press

Url

Pubmed ID

Authors First Name Middle Last Name Suffix
[Add Author](#)

[Add another reference](#)

Upload your profile photograph

The screenshot displays the 'EDir User Admin' interface. On the left, a navigation menu is visible with the following items: 'SELECT USER', 'Update Profile' (highlighted with a blue arrow), 'GENERAL', 'BIOGRAPHY', 'FACULTY & STUDENT', 'RESEARCH-TOPICS', 'TRAINING-AREAS', 'PUBLICATIONS', 'CV', 'PORTRAIT', 'VIDEO', 'REQUEST HISTORY', and 'SINAH1 PROFILE'. The main content area is titled 'Requested By [redacted] Status'. It features two sections: 'New Portrait and Preview (-)' and 'Previous Portrait (-)'. The 'New Portrait and Preview' section contains two radio buttons: 'Upload a new Portrait' (selected, indicated by a blue arrow) and 'Delete Portrait'. The 'Previous Portrait' section shows a placeholder image of a person. Below these sections is a 'Crop Tool (-)' section with the text 'No image available. Upload one first.' At the bottom, there are three buttons: 'SAVE DRAFT', 'PUBLISH', and 'CANCEL REQUEST'.

Regular photo shoot sessions for portrait headshots are held around the Mount Sinai Health System – please ask your department admin for further information.

If you are uploading your own photo, follow these suggestions:

- Photographs should be taken with a white background.
- Photo can be resized after uploading.

Upload a video

VIDEOS

EDir User Admin

Directory Profiles

SELECT USER

Update Profile

GENERAL

BIOGRAPHY

FACULTY & STUDENT

RESEARCH-TOPICS

TRAINING-AREAS

PUBLICATIONS

CV

PORTRAIT

VIDEO

REQUEST HISTORY

SINA11 PROFILE



Requested By CLAIRES K DURKA
Status DRAFT

Add new video