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

Use the same name and password used for accessing your Icahn School of Medicine computer.
Employee Self Service Menu

Select Employee Self Service

Select Directory Profile
Directory Profile Menu

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:

Gender

Email
Add Email

On Campus
Add Address

Off Campus
Add Address

SAVE DRAFT   PUBLISH   CANCEL REQUEST
Complete your Biography information

Add your biography info
Complete your Student information
Select your Research Topics

Choose your Research Topic

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
- 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

![Image of a screenshot from a website interface]

Select your Training Areas:

- 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]

Options:
- Save Draft
- Cancel Request
- Publish
### Add your publications

#### Publications Form

- **Requested By**: [Enter name]
- **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)**

<table>
<thead>
<tr>
<th>PubMed ID(s)</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sort Order**

1

**Type**

Peer-reviewed articles

**Title**

[Enter title]

**Journal Name**

[Enter journal name]

**Volume**

[Enter volume]

**Issue**

[Enter issue]

**Year**

[Enter year]

**Month**

[Enter month]

**Pagination**

[Enter pagination]

**In Press**

[ ]

**URL**

[Enter URL]

**PubMed ID**

[Enter PubMed ID]

**Authors**

First Name  Middle Last Name  Suffix

[Add Author]

**Add another reference**

- SAVE DRAFT
- PUBLISH
- CANCEL REQUEST
Upload your profile photograph

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

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: CLAIRE K. DURKA
Status: DRAFT

Add new video: [Box]
Add

SAVE DRAFT  PUBLISH  CANCEL REQUEST