

**Mount Sinai Health System/
Icahn School of Medicine
Sinai Central - EDIR
User Manual 2021 for Postdocs**



**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

Password

[Forgot password?](#)

Remember me

Log In ▶

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

Developed and Maintained by the Information Technology Development Center (ITDC@mssm.edu).
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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

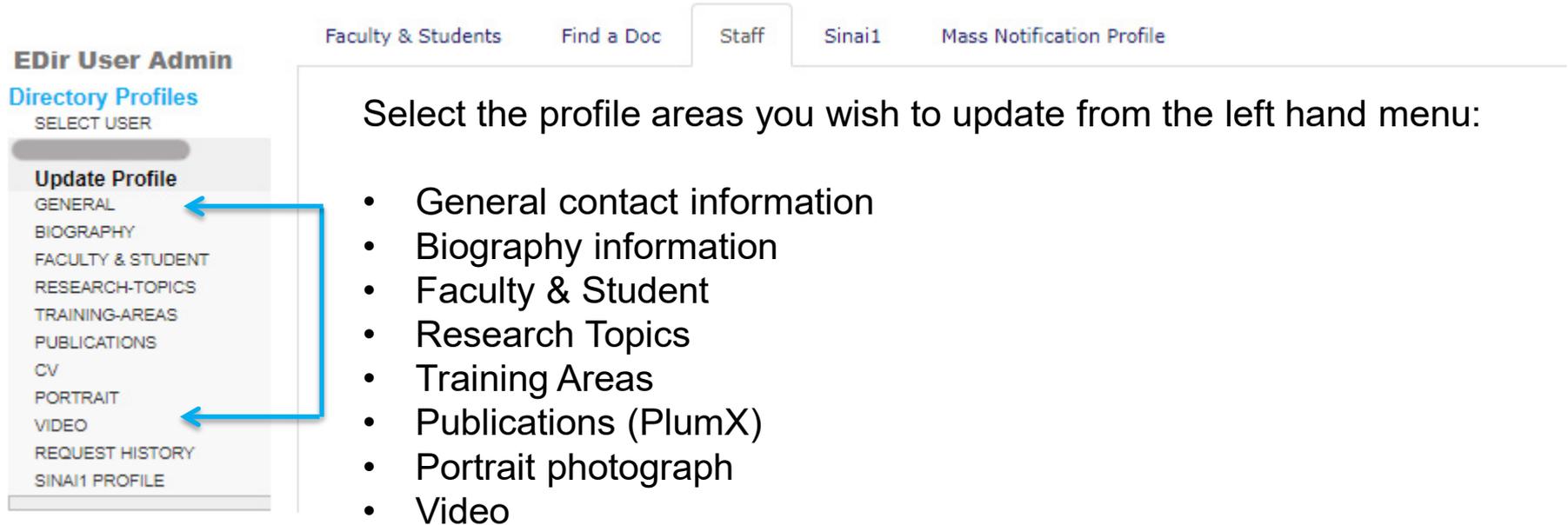
Change Layout



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 (selected), Sinai1, and Mass Notification Profile. On the left, the 'Directory Profiles' section is expanded, showing a list of profile areas. A blue box highlights the 'Update Profile' section, with two blue arrows pointing from the 'Update Profile' header to the 'GENERAL' and 'VIDEO' items in the list. To the right of the screenshot, a text instruction reads: 'Select the profile areas you wish to update from the left hand menu:'. Below this instruction is a bulleted list of profile areas: General contact information, Biography information, Faculty & Student, Research Topics, Training Areas, Publications (PlumX), Portrait photograph, and 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

Faculty & Students Find a Doc **Staff** Sinai1 Mass Notification Profile

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

- General contact information
- Biography information
- Faculty & Student
- Research Topics
- Training Areas
- Publications (PlumX)
- 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

Publish here

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

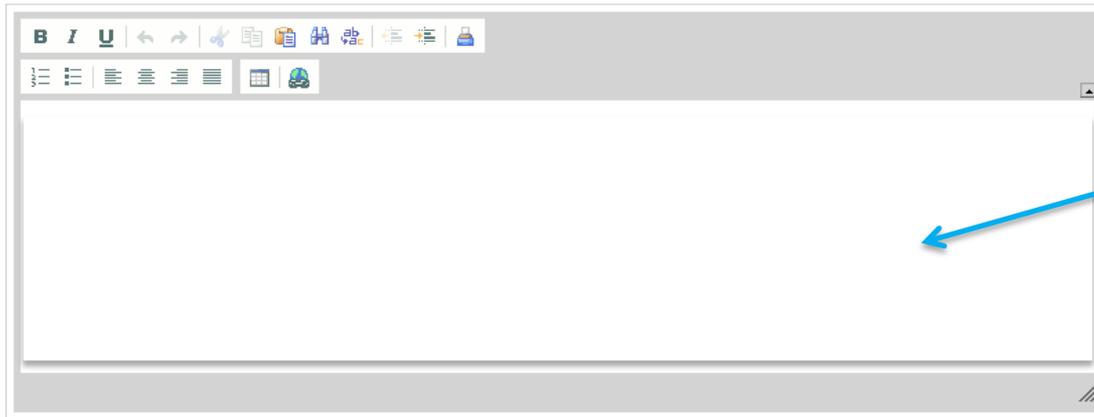
VIDEO

REQUEST HISTORY

SINAUI PROFILE

Requested By
Status DRAFT

Biography



A rich text editor interface with a toolbar containing icons for bold (B), italic (I), underline (U), undo, redo, link, unlink, list, indent, outdent, table, and image. Below the toolbar is a large, empty text area for entering the biography.

Add your biography info

SAVE DRAFT

PUBLISH

CANCEL REQUEST

Publish here

Complete your Faculty/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

Update Faculty & Student Profile

Requested By [REDACTED]
Status DRAFT

Education

[Add another institution](#)

Research

[Add another research topic](#)

Awards

[Add another award](#)

SAVE DRAFT

PUBLISH

CANCEL REQUEST

Publish here

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

Publish here

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



Publish here

Publications – add your PlumX ID

EDir User Admin

Directory Profiles

SELECT USER

Update Profile

GENERAL

FIND-A-DOC

BIOGRAPHY

DISEASE-CONDITIONS

TREATMENT-PROCEDURES

SERVICE-AREAS

FPA-PRACTICES

FACULTY & STUDENT

RESEARCH-TOPICS

TRAINING-AREAS

PUBLICATIONS (PlumX)

PUBLICATIONS (OLD)

CV

PORTRAIT

VIDEO

Sinai Central profiles generate publications information pulled from PlumX.

If you do not know your PlumX ID, or need to have one created, please follow the instructions given on this page.

Publications

Requested By:

Status: DRAFT

PlumX Publications

If you do not know your PlumX ID visit <https://plu.mx/mtsinaig/> to search for your PlumX profile by name. Once you locate your profile the PlumX ID will be the last portion of the web address, typically your first and middle name initials plus your last name. For example, in the PlumX profile web address <https://plu.mx/mtsinaiu/dscharney> the PlumX ID is **dscharney**. A few users may see a web address that looks like <https://plu.mx/mtsinaiu/mtsinaidennis-charney> in which case the PlumX ID would be **mtsinaidennis-charney**.

If you don't have a PlumX profile you can request one here: https://mountsinai.formstack.com/forms/plum_registration. Once you enter a PlumX ID in the box below you will see some identifying data to confirm that you've entered the correct ID. That is not a preview of how your publications will appear on your web profile.

For any questions about using this tool please reach out to the PlumX team at plum@mssm.edu.

PlumX ID:

<https://plu.mx/mtsinaiu/>

SAVE DRAFT

PUBLISH

CANCEL REQUEST

Upload your profile photograph

The screenshot displays the 'EDir User Admin' interface. On the left, a sidebar menu titled 'Directory Profiles' includes options like 'SELECT USER', 'Update Profile', 'GENERAL', 'BIOGRAPHY', 'FACULTY & STUDENT', 'RESEARCH-TOPICS', 'TRAINING-AREAS', 'PUBLICATIONS', 'CV', 'PORTRAIT', 'VIDEO', 'REQUEST HISTORY', and 'SINA11 PROFILE'. A blue arrow points to the 'PORTRAIT' option. The main content area shows a 'Requested By' field and a 'Status' field. Below these, there are two sections: 'New Portrait and Preview (-)' and 'Previous Portrait (-)'. The 'New Portrait and Preview' section contains two radio buttons: 'Upload a new Portrait' (selected) and 'Delete Portrait'. A blue arrow points to the 'Upload a new Portrait' option. The 'Previous Portrait' section shows a placeholder image of a person. Below these sections, there 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'. A blue arrow points to the 'PUBLISH' button, with the text 'Publish here' below it.

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
Status DRAFT

Add new video

Publish here

