


**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

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

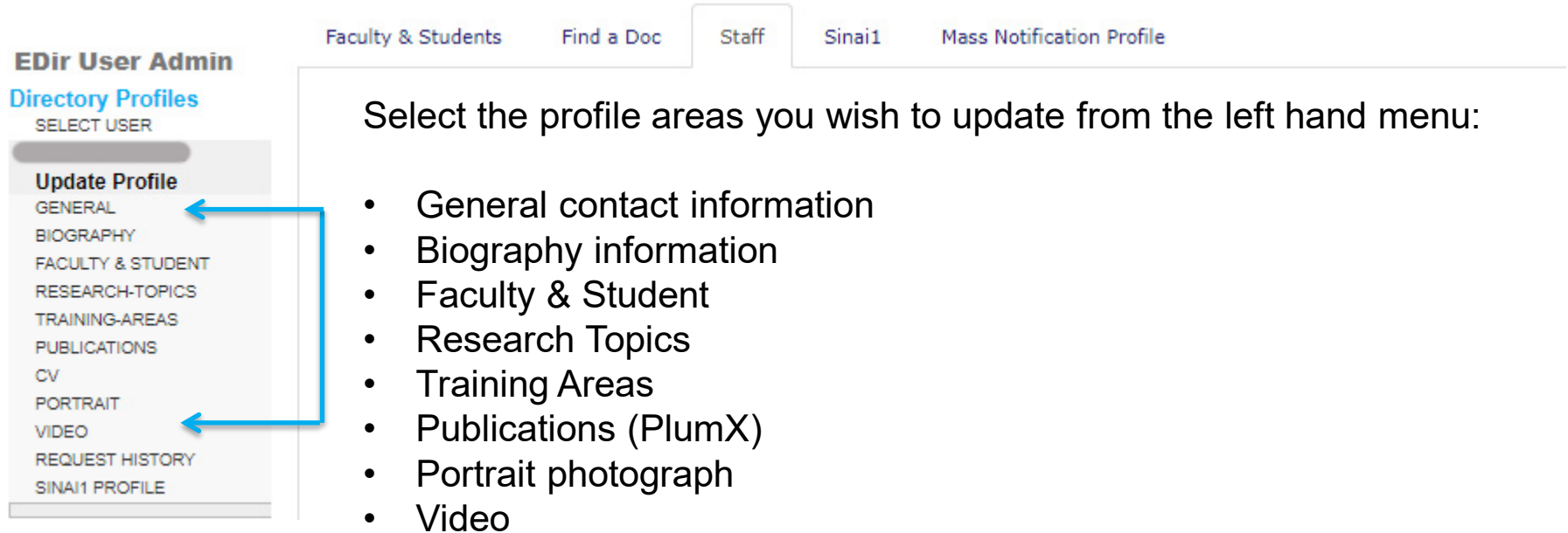


Select Directory Profile

Utilities
Directory
Personal Profile
Email Support
Documentation
Change Layout

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Directory Profile Menu



The screenshot shows the EDir User Admin interface. At the top, there are tabs for 'Faculty & Students', 'Find a Doc', 'Staff', 'Sinai1', and 'Mass Notification Profile'. The 'Staff' tab is selected. On the left, the 'EDir User Admin' section is visible, with 'Directory Profiles' and 'SELECT USER' options. Below these, the 'Update Profile' section is expanded, showing a list of profile areas: GENERAL, BIOGRAPHY, FACULTY & STUDENT, RESEARCH-TOPICS, TRAINING-AREAS, PUBLICATIONS, CV, PORTRAIT, VIDEO, REQUEST HISTORY, and SINAI1 PROFILE. A blue arrow points from the 'Update Profile' section to a list of profile areas on the right.

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
SINAI1 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

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

SINAI1 PROFILE

Requested By

Status DRAFT

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

Requested By
Status DRAFT

Education

[Add another institution](#)

Research

[Add another research topic](#)

Awards

[Add another award](#)

SAVE DRAFT

PUBLISH

CANCEL REQUEST

Publish here

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
SINA11 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/mtsinai/g/> 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/mtsinai/u/dscharney> the PlumX ID is **dscharney**. A few users may see a web address that looks like <https://plu.mx/mtsinai/u/mtsinai-dennis-charney> in which case the PlumX ID would be **mtsinai-dennis-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/mtsinai/u/>

SAVE DRAFT

PUBLISH

CANCEL REQUEST

Upload your profile photograph

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 [redacted]

New Portrait and Preview (-)
☐ **Upload a new Portrait**
☐ **Delete Portrait**

Previous Portrait (-)
[Placeholder image]

Crop Tool (-)
No image available. Upload one first.

SAVE DRAFT **PUBLISH** **CANCEL REQUEST**

Publish here

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

Status DRAFT

Add new video

Add

SAVE DRAFT

PUBLISH

CANCEL REQUEST

VIDEOS

Publish here