

**Mount Sinai Health System/  
Icahn School of Medicine  
Sinai Central - EDIR  
User manual 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

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](mailto:ITDC@mssm.edu)).  
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Sinai Central

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## 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



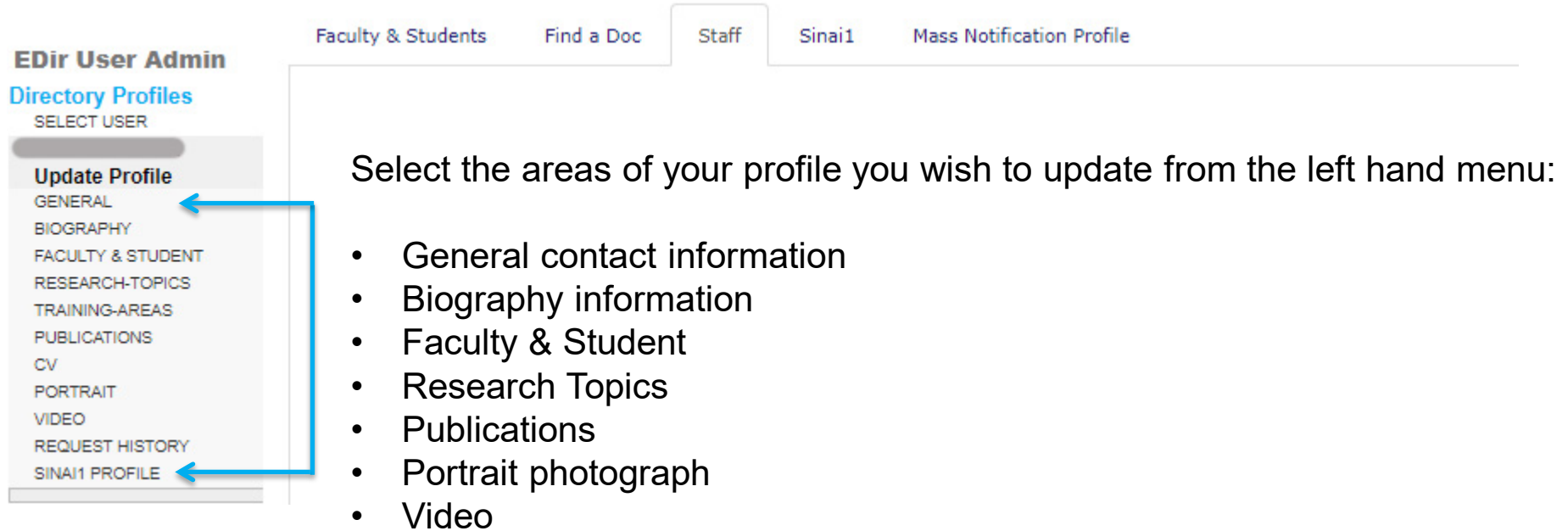
Select Directory Profile

## 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 navigation tabs: Faculty & Students, Find a Doc, Staff, Sinai1, and Mass Notification Profile. On the left, under the 'EDir User Admin' header, is the 'Directory Profiles' section with a 'SELECT USER' dropdown. Below this is a list of profile update options: Update Profile, 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' header to the list of options. To the right of the menu, a text box instructs the user to select the areas of their profile they wish to update, followed by a bulleted list of the available options.

**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

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  
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

### Update Faculty Profile

6

# 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   
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

# 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

SINAI1 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

Type

Title

Journal Name

Volume  Issue

Year  Month

Pagination

In Press ☐

Url

Pubmed ID

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

[Delete Reference](#)

[Add another reference](#)

Publish here

# 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

VIDEOS

Requested By CLAIRES K DURKA  
Status DRAFT

Add new video

Publish here