

# Updating Faculty Profile Information

Last Updated: March 2025



# Mount Sinai Groups Involved in Populating Physician Profiles

Digital Marketing Team  
Provides Guidance on Profile  
Needs

Sinai Central eDirectory (EDIR)  
Portal where data is stored &  
where updates are made to  
profiles

Medical Staff  
Services  
Credentialing Data  
(Education, Board  
Certification, Insurance  
Participation)

Appointments &  
Promotions  
For those Physicians that are  
Faculty  
(Name, Degree, Faculty Title,  
Department)

HR  
For those Physicians that  
are Not Faculty  
(Name, Degree,  
Department)

Epic  
For those Physicians that are on  
Epic Open Scheduling & Zocdoc  
(Appointment schedules & visit  
types)

Office of Patient  
Experience  
Press Ganey Survey Ratings

# Using Edirectory (EDIR) in Sinai Central



## Logging In

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

You will be directed to login using your Single Sign On (SSO)



# 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



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
- Sinai I Profile
- Surveys
- Tax Forms / Address Change
- Travel Waiver
- Utilities
- Directory
- Personal Profile
- Email Support
- Documentation
- Change Layout



Select Directory Profile



# Updating Faculty Office Address

## 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

Requested By   
Status DRAFT

**Name**

**First**  **Middle**  **Last**

**Gender**

**Email**

[Add Email](#)

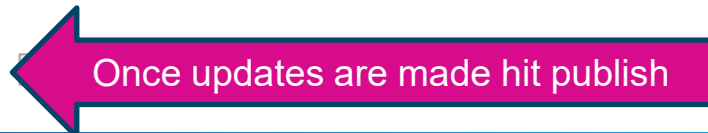
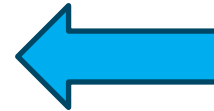
**On Campus**

[Add Address](#)

**Off Campus**

[Add Address](#)

## Update General Contact Info



# Updating Biography Information

Update Faculty Profile

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)

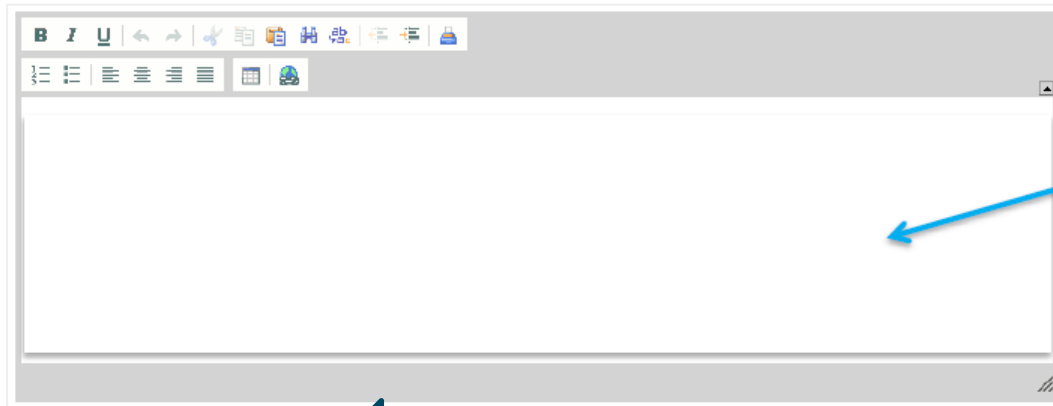
CV

PORTRAIT

VIDEO

Requested By   
Status DRAFT

## Biography



A rich text editor interface for entering biography information. It features a toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, insert link, insert image, and insert video. Below the toolbar is a large, empty text area for input.

Add your biography info

SAVE DRAFT PUBLISH

Once updates are made hit publish



# Updating Research & Awards

## 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

## Update Faculty Profile

Requested By   
Status DRAFT

### Education, Residencies, Internships

The information in this section is maintained by the Medical Staff Services. For comments and concerns please call (212) 824-8100 (ext 58100). If the web status is set to "Inactive" under Update Find-A-Doctor, the information in this section will not display on the website.

Residency  Otolaryngology  Residency  Internship  
Institution Mt. Sinai Sch. of Med., of NY University  
Dates From To  
Address 1  
Address 2  
City State Zip  
Country

Residency  Surgery  Residency  Internship  
Institution Mt. Sinai Sch. of Med., of NY University  
Dates From To  
Address 1  
Address 2  
City State Zip  
Country

Education University of NC Hospital Degree MD Graduation Date

### Education

[Add another institution](#)

### Research

[Add another research topic](#)

### Awards

[Add another award](#)

Once updates are made hit publish

# Updating Research Topics

EDir User Admin

Directory Profiles

Choose your Research Topic

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

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

Once updates are made hit publish



# Updating Publications (PURE)

- For help with finding your PURE Permalink ID and PURE ID Number, please contact [scholars.mssm.edu](mailto:scholars.mssm.edu)

## EDir User Admin

### Directory Profiles

SELECT USER

SEARCH USER

ADD USER

EDIT USER

DELETE USER

GENERAL

FIND-A-DOC

BIOGRAPHY

DISEASE-CONDITIONS

TREATMENT-PROCEDURES

SERVICE-AREAS

FPA-PRACTICES

PATIENT COMMENTS

FACULTY & STUDENT

RESEARCH-TOPICS

TRAINING-AREAS

PUBLICATIONS (PlumX)

PUBLICATIONS (PURE)

PUBLICATIONS (OLD)

CV

PORTRAIT

VIDEO

REQUEST HISTORY

DIAGNOSTICS

SINA11 PROFILE

### Reports

INACTIVE DRs MSMC

INACTIVE DRs MSHQ

Requested By  
Status

### PURE Publications

**IMPORTANT:** The Publications (PURE) field in Sinai Central has been made available here in preparation for the upcoming ISMMS Scholars Portal, which will launch on August 31, 2022. Instructions for managing this field will be published on the following Scholars Portal support guide during the last week of August: <https://libguides.mssm.edu/scholarsportal>.

The full instructions for adding a Pure ID will be available at the following link once we begin setting up the Pure Editor (formerly PlumX admins) roles at the end of August:

<https://libguides.mssm.edu/groupmaint/scholarssinaicentral?preview=0fb69f7039fbfbcf7defc51968889cb>

Please enter your PURE Permalink ID and ID Number in the fields below then click Publish. If you enter a valid Permalink ID and Number here, we'll use your PURE publication data instead of the PlumX or PUBMED data starting in September 2022.

**PURE Permalink ID** (example: <https://mountsinai.elsevierpure.com/en/persons/>):

<https://mountsinai.elsevierpure.com/en/persons/>

**PURE ID Number** (example: 14192796):

SAVE DRAFT

PUBLISH

Once updates are made hit publish

# Upload Profile Photograph

## EDir User Admin

### Directory Profiles

SELECT USER

#### Update Profile

GENERAL

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PUBLICATIONS (PlumX)

PUBLICATIONS (OLD)

CV

← PORTRAIT

VIDEO

Requested By [REDACTED]  
Status

**New Portrait and Preview (-)**

**Upload a new Portrait (Minimum image size: width = 448 px, height = 590 px)** ←

**Delete Portrait**

**Previous Portrait (-)**



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

← **Once updates are made hit publish**

Regular photo shoot sessions for portrait headshots are held around the Mount Sinai Health System – please ask your department admin for further information or email me to be included on the distribution list.

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

- Photographs should be taken with a white/grey background.



# Contact List

- To update Faculty titles, Contact [webfeedback@mountsinai.org](mailto:webfeedback@mountsinai.org) and we will put you in touch with Appointments & Promotions
- For any other questions, contact the Digital Marketing Team:
  - Webfeedback: [webfeedback@mountsinai.org](mailto:webfeedback@mountsinai.org)
  - Kristen Morales: [Kristen.morales@mountsinai.org](mailto:Kristen.morales@mountsinai.org)

