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

Use the same name and password used for accessing your Mount Sinai computer
Employee Self Service Menu

Select Employee Self Service

Select Directory Profile
Select the areas of your profile you wish to update from the left hand menu:

- Update your general contact information
- Add Find a Doctor information (office addresses, ZocDoc info etc.)
- Update your Biography information
- Selecting Diseases/Conditions
- Selecting Treatment/Procedures
- Research Topics
- Publications (PlumX)
- Portrait photograph
General – add contact information

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 Find-a-Doctor information

Click here to add a patient office
Complete your Find-a-Doctor information cont’d

<table>
<thead>
<tr>
<th>Patient Offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display order by website</td>
</tr>
<tr>
<td>Use the up and down arrows to sort addresses for use on the Find a Doctor Website. For clinics with appointments at more than one facility, you may select different sort orders for each facility’s Find a Doctor directories.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facility</th>
<th>Main Health System Website Find a Doctor</th>
<th>Mount Sinai Beth Israel Find a Doctor</th>
<th>New York Eye and Ear Infirmary of Mount Sinai Find a Doctor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>101 Broadway Brooklyn NY 11211</td>
<td>200 W. 57th Street New York NY 10019</td>
<td>101 Broadway Brooklyn NY 11211</td>
</tr>
<tr>
<td></td>
<td>200 W. 57th Street New York NY 10019</td>
<td>103 Broadway Brooklyn NY 11211</td>
<td></td>
</tr>
<tr>
<td></td>
<td>101 Broadway Brooklyn NY 11211</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office</th>
<th>Facility</th>
<th>Address</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>New York Eye and Ear Infirmary of Mount Sinai</td>
<td>101 Broadway</td>
<td>Contact Title</td>
</tr>
</tbody>
</table>

**Update the order offices appear on your Find a Doctor profile**

**Delete patient office**

**Add languages**
Complete your Find-a-Doctor information cont’d

- Add your ZocDoc number
- Add office hours
- Select if you are accepting new patients
- If you are not registered with ZocDoc you may decide to select the Request an Appointment option (please discuss with your dept. admin on how this is set up)
Complete your Biography information

Add your biography info
Select the Disease Conditions (foci) that apply – max 15

Please pick the Disease Conditions that apply to you.

- Please limit selections to 15 or less clinical foci terms

- Acoustic Neuroma
- Acute Lymphoblastic Leukemia
- Allergic Rhinitis
- Aphonias
- Aphthous Ulcers
- Arteriovenous Malformations
- Aspergillosis
- Barotrauma
- Barrett's Esophagus
- Basal Cell Carcinoma
- Bell's Palsy
- Benign Paroxysmal Positional Vertigo
- Birth Defects
- Birthmarks
- Cerumen Impaction
- Cholesteatoma
- Cough
- Deafness
- Deviated Nasal Septum
- Dysphagia
- Dysphonia
- Epiglottis
- Esophageal Cancer
- Esophageal Stricture
- Facial Fracture
- Facial Nerve Paralysis
- Facial Trauma
- Gastroesophageal Reflux Disease
- Glomerulonephritis
- Glomus Tumor

Save Draft  Publish  Cancel Request
Select the Treatments-Conditions (foci) that apply – max 15

Choose your Treatment Procedure

Please pick the Treatment Procedures that apply to you.

- Acoustic Neuroma Removal
- Adenoidectomy
- Audiometry
- Balloon Sinuplasty
- Biopsy
- Blepharoplasty
- Bone Graft
- Cochlear Implants
- Dermabrasion
- Esophagostomy
- Fine Needle Biopsy
- Glossectomy
- Incision And Drainage Of A Skin Abscess
- Laceration Repair
- Laryngectomy
- Laryngoscopy
- Laser Surgery
- Liposuction
- Lymph Node Biopsy
- Melanoma Removal
- Myringotomy
- Nasal Reconstruction
- Needle Biopsy: Thyroid
- Open Reduction And Internal Fixation Surgery
- PET/CT Scan
- Rhinoplasty
- Robot-Assisted Surgery - Overview
- Septoplasty
- Skin Biopsy
- Skin Graft

SAVE DRAFT  PUBLISH  CANCEL REQUEST
Select the Service Area(s) that apply

Select from the following:
- Adolescent Dermatology
- Adolescent Health
- Aesthetic Dermatology
- Allergy & Immunology
- Alzheimer's Disease
- Bone Disease
- Breast Cancer
- Breast Health
- Breast Imaging
- Breast Pathology
- Breast Reconstruction
- Breast Surgery
- Brooklyn Heights
- Cancer
- Cancer: Benign Hematology
- Cancer: Bone Marrow Transplant
- Cancer: Brain and Nervous System Cancer
- Cancer: Breast Cancer
- Cancer: Colon and Rectal Cancer
- Cancer: Ear, Nose and Throat (ENT)
- Cancer: Genitourinary Cancer
- Cancer: Gynecologic Cancer
- Cancer: Head and Neck Cancer
- Cancer: Kidney Cancer
- Cancer: Leukemia and Lymphoma
- Cancer: Liver Cancer
- Cancer: Lung and Thoracic Cancer
- Cancer: Lymphoma
- Cancer: Multiple Myeloma
- Cancer: Pancreatic Cancer
- Cancer: Prostate Cancer
- Cancer: Sarcoma

SAVE DRAFT  PUBLISH  CANCEL REQUEST
If applicable, select your FPA Practice Area(s)

<table>
<thead>
<tr>
<th>Please pick the FPA Practices that apply to you.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdominal Transplantation</td>
</tr>
<tr>
<td>Allergy and Clinical Immunology</td>
</tr>
<tr>
<td>Allergy and Immunology - Pediatric</td>
</tr>
<tr>
<td>Anesthesiology and Pain Management</td>
</tr>
<tr>
<td>Asthma Program</td>
</tr>
<tr>
<td>Autoimmune Diseases and Arthritis</td>
</tr>
<tr>
<td>Bariatric Surgery</td>
</tr>
<tr>
<td>Bone Marrow Transplant</td>
</tr>
<tr>
<td>Breast Surgery</td>
</tr>
<tr>
<td>Cancer - Derald H. Ruttenberg Treatment Center</td>
</tr>
<tr>
<td>Cardiac Rehabilitation</td>
</tr>
<tr>
<td>Cardiology</td>
</tr>
<tr>
<td>Cardiothoracic Surgery</td>
</tr>
<tr>
<td>Cardiovascular Medicine</td>
</tr>
<tr>
<td>Center for Sleep Medicine</td>
</tr>
<tr>
<td>Chronic Kidney Disease Program</td>
</tr>
<tr>
<td>Colon and Rectal Surgery</td>
</tr>
<tr>
<td>Critical Care Medicine Program</td>
</tr>
<tr>
<td>Dentistry</td>
</tr>
<tr>
<td>Dermatologic Surgery</td>
</tr>
<tr>
<td>Dermatology</td>
</tr>
<tr>
<td>Diabetes Center</td>
</tr>
<tr>
<td>Dialysis</td>
</tr>
<tr>
<td>Digestive Diseases</td>
</tr>
<tr>
<td>Ear, Nose and Throat</td>
</tr>
<tr>
<td>Emergency Medicine</td>
</tr>
<tr>
<td>Endocrine, Diabetes, and Bone Diseases</td>
</tr>
<tr>
<td>Endoscopy Suite</td>
</tr>
<tr>
<td>Eye Doctor</td>
</tr>
<tr>
<td>Gastroenterology</td>
</tr>
<tr>
<td>Gastroenterology - Pediatric</td>
</tr>
<tr>
<td>Gastrointestinal Cancer</td>
</tr>
</tbody>
</table>

[SAVE DRAFT] [PUBLISH] [CANCEL REQUEST]
Faculty – add your research and awards

### Update Faculty Profile

#### Directory Profiles

**SELECT USER**
- Faculty & Student
- Research Topics
- Training Areas
- Publications (PlumX)
- Publications (OLD)
- CV
- Portrait
- Video

#### Update Profile

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education, Residencies, Internships</td>
<td>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.</td>
</tr>
</tbody>
</table>
| Residency                | Otolaryngology
| Institution              | Mt Sinai Sch of Med, of NY University                                   |
| Dates                    | From: To                                                               |
| Address 1                |                                                                          |
| Address 2                |                                                                          |
| City                     | State Zip                                                              |
| Country                  |                                                                          |
| Residency                | Surgery
| 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

**Buttons:**
- Save Draft
- Publish
- Cancel Request
Research topics – if applicable, select your research topics

- Addiction
- Adipose
- Aerodigestive Tract
- Aging
- Alkaliphilic Bacillus
- Allergy
- Alzheimer’s Disease
- Amyotrophic Lateral Sclerosis
- Anatomy
- Anaesthesia
- Angiogenesis
- Anti-Tumor Therapy
- Antibiotic Resistance
- Antibody Development
- Antigen Presentation
- Antimicrobial Resistance
- Antivirals
- Aphasia
- 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
Publications – add your PlumX ID

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.

PlumX Publications

If you do not know your PlumX ID visit https://plu.mx/mtsina/i/ 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/mtsina/u/d-channey the PlumX ID is d-channey. A few users may see a web address that looks like https://plu.mx/mtsina/u/mtsina-dennis-channey in which case the PlumX ID would be mtsina-dennis-channey.

If you don’t have a PlumX profile you can request one here: https://mountainformstack.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@msm.edu.

PlumX ID:
https://plu.mx/mtsina/u/
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/grey background.
- Photo can be resized after uploading.