Log into Sinai Central

Username

Password

Forgot password?

☐ Remember me

Log In ▶

Please log into Sinai Central

New to Sinai Central?

Activate Account ▶

Mount Sinai

Sinai Central

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Home   Wed Sep 2, 2020 |

Chief
Employee Self Service
Finance
GCO
HR
Utilities
  Directory
  Personal Profile
Email Support
Documentation
Change Layout

Click on **Personal Profile** under **Utilities**

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Home > **Personal Profile**   Wed Sep 2, 2020 |

Personal Profile
View / Edit
  PUBLIC INFO
  SINAI1 PROFILE
  LIFE NUMBER
  APPOINTMENTS
  ADDRESSES
  CONTACT INFO
  ROLES
  FUNDS
  SERVICES
  GL ACCESS
  ADMIN
  ACCOUNT
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Change Login
  ACCOUNT ADMIN
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  SESSION TIMEOUT
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  SUPERVISOR PROXY
  PDF PREFS
Notifications
  VIEW NOTIFICATIONS

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Click on **Contact Info** under **View/Edit**

1. To Add a New Piece of Contact Information
2. To Edit Existing Contact Information

To Add a New Piece of Contact Information:

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Home > Personal Profile   Wed Sep 2, 2020 |

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Contact Information

Contact Information		Preferred	Visible		
BOX			✔	📝	🗑
E-MAIL		✔	✔	📝	🗑
TELEPHONE			✔	📝	🗑
TELEPHONE		✔	✔	📝	🗑
E-MAIL ▼	JohnDoe@mssm.edu	☐	☑	Add	

1. Select item to add from the drop down
2. Type the contact information you would like to add in the field box
3. Make sure that the checkboxes for **Preferred** and **Visible** are selected (**when applicable, please make sure that preferred information are Mount Sinai issued**)
4. Click **Add**

To Edit Existing Contact Information:

Personal Profile

View / Edit
- PUBLIC INFO
- SINAI1 PROFILE
- LIFE NUMBER
- APPOINTMENTS
- ADDRESSES
- ▷ CONTACT INFO
- ROLES
- FUNDS
- SERVICES
- GL ACCESS
- ADMIN
- ACCOUNT
- AGREEMENTS
- ANNOUNCEMENTS

Change Login
- ACCOUNT ADMIN

Preferences
- NOTIFICATIONS
- SESSION TIMEOUT
- ATTENTION LINE
- SUPERVISOR PROXY
- PDF PREFS

Notifications
- VIEW NOTIFICATIONS

Contact Information

Contact Information		Preferred	Visible	
BOX			✓	1
E-MAIL	.	✓	✓	
TELEPHONE			✓	
TELEPHONE		✓	✓	
E-MAIL ▼ 2 JohnDoe@mssm.edu	3 ☑	☑	Save	4

1. Select item to edit
2. Type corrected Mount Sinai information in the field box beneath the table
3. Make sure that the checkboxes for **Preferred** and **Visible** are selected (**when applicable, please make sure that preferred information are Mount Sinai issued**)
4. Click **Save**