

INSTRUCTIONS FOR ADDING PERSONNEL

Adding personnel to a protocol:

To add personnel to eIACUC you should do the following:

1) Submit a ticket to eIACUC I.T. at <https://mountsinaihealth.service-now.com/rait> and log in using single sign on credentials. Fill out the form.

Provide the Person's full name, life number and contact info. Ask that they be given study staff role. It takes 24-72 hours for this request to be processed. You will receive a ticket number.

2) Once IT completes the request, Go to your Research team - Add the personnel

3) Create an Amendment and add the post doc's under Personnel and Procedure Personnel sections of the amendment form. **Do not submit.** Ensure they have taken the CITI program species related training and after completed they must update their profiles. Completion certifications can be added to the amendment as well. Then Submit.

UPDATE OF EMAIL

Instructions for updating Mount Sinai Approved email addresses

1) Log on to <https://sinaicentral.mssm.edu> or <https://sinaicentral.mountsinai.org>

2) Personnel Profile > Contact Info Link (left side)

3) If your email is listed, but does not have the check under Preferred column, then click the edit Icon > Check the preferred column box > Save

4) If your email is not listed, then add your email and check the Preferred and Visible box > Save

5) The systems will sync up at 4:00am, so try logging in the next business day.

Mount Sinai Sinai Central Approval Queue | Mon Mar 15,

Home > Personal Profile

Personal Profile

1 View / Edit

2 CONTACT INFO

3

Contact Information		Preferred	Visible	
BOX	6000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
E-MAIL	JohnDoe@mssm.edu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E-MAIL	jorge.lopez@mountsinai.org	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E-MAIL	jorge.lopez@mssm.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TELEPHONE	646-605-5141	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

E-MAIL

Note: Some of the details in your contact information may be obtained from Human Resources. If these details are not up to date, hide them. The HR update process will leave hidden records unchanged, but it may restore deleted information.

Important: Please note that Mount Sinai uses email addresses to notify faculty and staff about important non-confidential benefit information. If you chose to change your email to a personal email your Sinai email will no longer be the default email for delivery of this information. If you have no visible e-mail entered, a hidden e-mail may still be used for delivering some information to you.

List of Mount Sinai Approved email addresses:

• nyee.edu • exchange.mssm.edu • msnyuhealth.org • chpnet.org • mountsinai.org •
mssm.edu • ica hn.mssm.edu • nychhc.org