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.

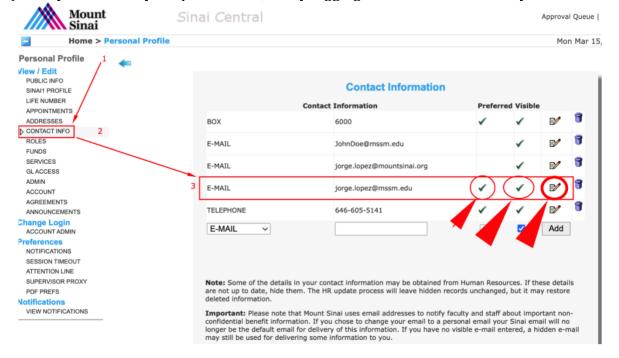
- 2) Once IT completes the request, Go to your Research team Add the personnel
- 3) Create an Amendment and add the post doc's under Personnel and

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.



List of Mount Sinai Approved email addresses:
• nyee.edu • exchange.mssm.edu • msnyuhealth.org • chpnet.org • mountsinai.org • mssm.edu • icahn.mssm.edu • nychhc.org