Dear Researchers and Research Team Members:

This document provides simple instructions for obtaining an Ideate account. All members of the research team must have an Ideate account, and they must upload their CV into their Ideate profile. If a member of the research team does not have an Ideate account with their CV uploaded, they cannot be included in any research protocols.

If you already have an Ideate account, please just make sure to upload your most recent CV into your account. Instructions are available here:


If you do not have an Ideate account, here’s how to create one:

1. Submit a ticket to our help desk. Please go to http://osticket.mssm.edu/support/open.php and use the online form to request a new user to be added to the system.

2. Once on that page, from the drop-down list of Help Topics, select the appropriate topic for your needs:

   ![Select a Help Topic](image)

   - Ideate / New Personnel Request
   - Ideate / New User Request
   - Ideate / Other
   - Ideate / System Break
   - InfoEd / How do I...
   - InfoEd / New Personnel Request
   - InfoEd / New Subcontractor Request
   - InfoEd / New User Request
   - InfoEd / Other
   - InfoEd / System Break

3. After you receive confirmation your account is activated. Have your CV ready, preferably in Word or Adobe Acrobat format.

4. Using only the Firefox browser, go to https://ideate.mssm.edu.

5. Log in using your Active Directory credentials. If you’ve ever logged into Sinai Central, use that username and password.

   For help with login, username, and passwords, contact your local IT Help Desk:

   Mount Sinai Hospital
   Mount Sinai Queens
   212-241-4357 (X4HELP)   ITHelpDesk@mount Sinai.org

   Icahn School of Medicine at Mount Sinai
   212-241-7091   ASCIT@mssm.edu

6. After you log in, Ideate will display a page labeled Setup Initial Profile. Fill out all the fields on that page.

7. This page displays an Attach link, which you must click to upload your CV. Click the link and upload your CV.

8. Click the Submit/Create Profile button.

At that point, setup is complete and you are ready to use the system.