

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:

<http://osticket.mssm.edu/support/kb/faq.php?id=10>.

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:

Help Topic:

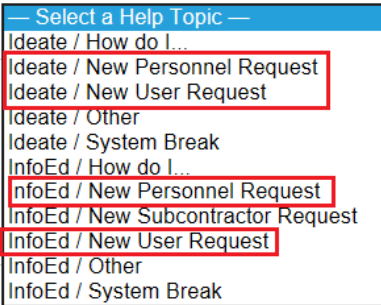
Contact Information

Email Address:

Full Name:

Phone Number:

InfoEd or Ideate New



— Select a Help Topic —

- Ideate / How do I...
- 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@mountsinai.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.