

Welcome to the Newly Redesigned

InsideEinstein Intranet Portal

Helping you be most effective



Administrative Departments Mega Menu

Our new drop-down menu for Administrative Departments makes finding these department links simple and easy.

The screenshot displays the Einstein Intranet Portal interface. At the top, there are navigation links for 'Main Site', 'Montefiore Intranet', and 'Help'. The user is logged in as 'Hi, Joe'. The main header features the Einstein logo and the text 'Inside Einstein Intranet Portal'. Below this is a blue navigation bar with tabs for 'Overview', 'Administrative Departments', 'Research Resources', 'Around Campus', and 'Potpourri'. A 'WORKFLOW' button is also present. The 'Administrative Departments' tab is active, and a mega menu is displayed below it, listing various departments in three columns: Academic Appointments, Biotechnology and Business Development, Clinical and Translational Research, Communications and Public Affairs, Environmental Health and Safety, Facilities Management / Engineering, Faculty Development, Falk Center, Finance, Food Services, Grant Support, Human Resources, Institute for Animal Studies, Institutional Animal Care Use Committee, Institutional Review Board, International Services, Library, Mailroom, Montefiore IT, Occupational Health Service, Office of General Counsel, Office of the Dean, Procurement Services, Security and Transportation, Shared Facilities & Cores, and Telecommunications. A red arrow points to the mega menu. Below the menu are tabs for 'Full Story' and 'All Stories'. The page also includes a 'People Search' section with a search box and an 'Ask Einstein' button, an 'Announcements' section with a featured announcement, and a 'Need to Know' section with two news items.

Research Resources Menu

Look under Research Resources to find relevant research links that may be useful to you.

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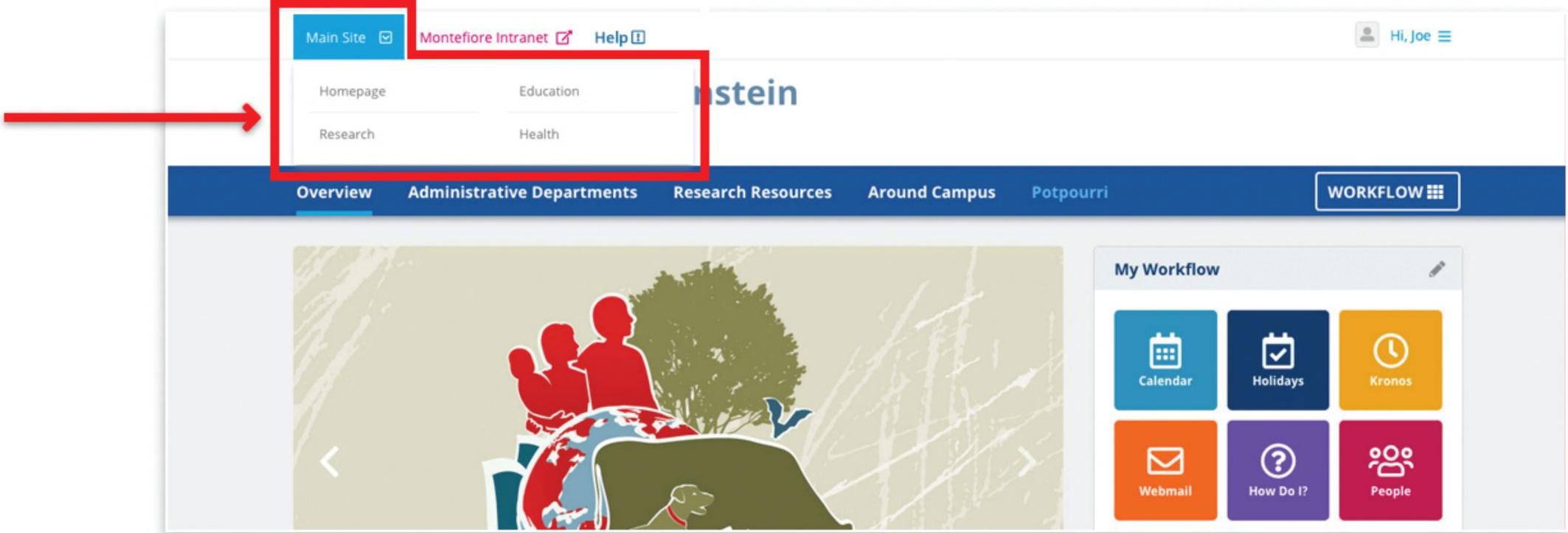
Potpourri Menu

Our new Potpourri navigation houses information formerly found on the workflow carousel that wasn't specifically work-related but that's still useful and relevant to making your work and studies easier.

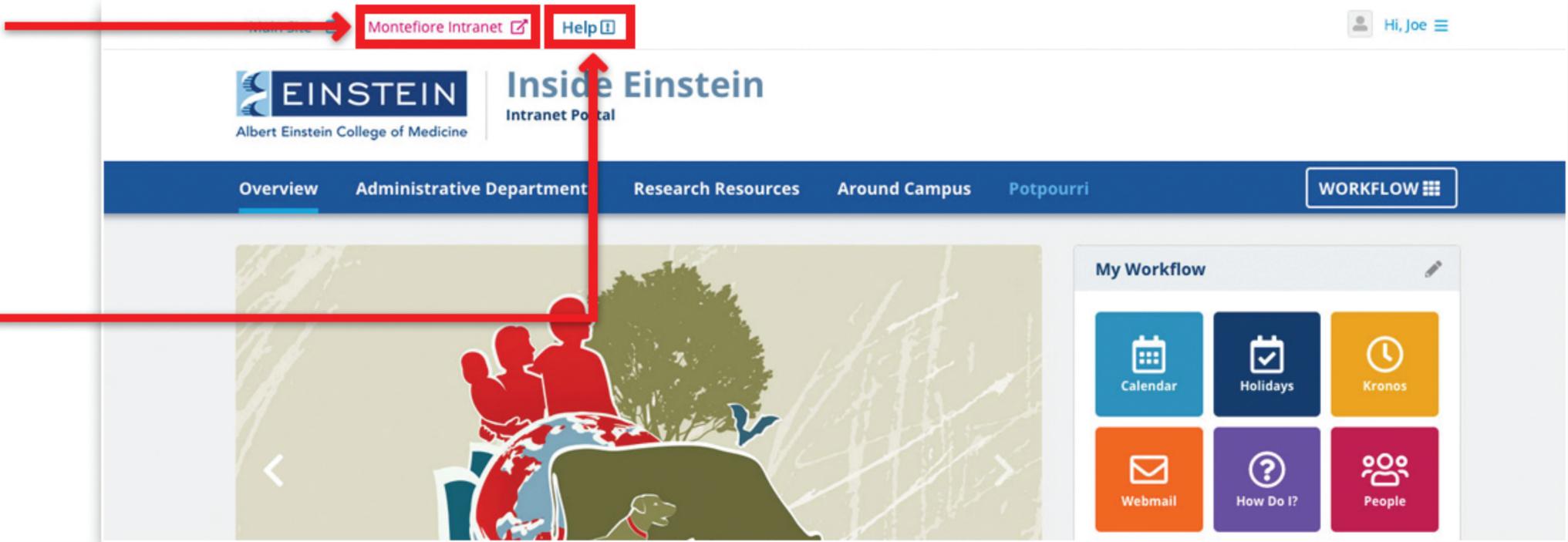
The screenshot displays the Einstein Intranet Portal interface. At the top, there are navigation links for 'Main Site', 'Montefiore Intranet', and 'Help'. The user is logged in as 'Hi, Joe'. The main navigation bar includes 'Overview', 'Administrative Departments', 'Research Resources', 'Around Campus', and 'Potpourri'. A 'WORKFLOW' button is also present. The 'Potpourri' menu is expanded, showing a grid of links: Branding Zone, Bravo, Calendar, Campus Map, E-Screens, Holidays, In-Memoriam, Parking, Shuttle, Snapshots, and Webmail. Below the menu is a carousel with a 'Register Now!' banner and buttons for 'Full Story' and 'All Stories'. The main content area features a search bar with 'People Search' and 'How Do I?' options, and an 'Ask Einstein' icon. There is also an 'Announcements' section with a featured article about Einstein magazine. On the right side, there is a 'Need to Know' section with two entries and a 'My Bookmarks' section with three items: Weather Channel, Human Resources, and Around Campus.

Main Site Menu and Montefiore's Intranet Link

Need to navigate to the Einstein website? Choose "Main Site" to get there, which will offer a choice of where on the site you'd like to land.



For ease in visiting the Montefiore intranet, simply click on this handy link.



Click "Help" to learn more about intranet features.

My Workflow Mega Menu

The “workflow carousel” has a new look called “My Workflow.” Log in to customize the icons to reflect the resources you use most.

The colored boxes represent the items you find most useful and wish to access from “My Workflow” from the intranet homepage once you have logged in. When customizing, you also can access any of the icons shown.

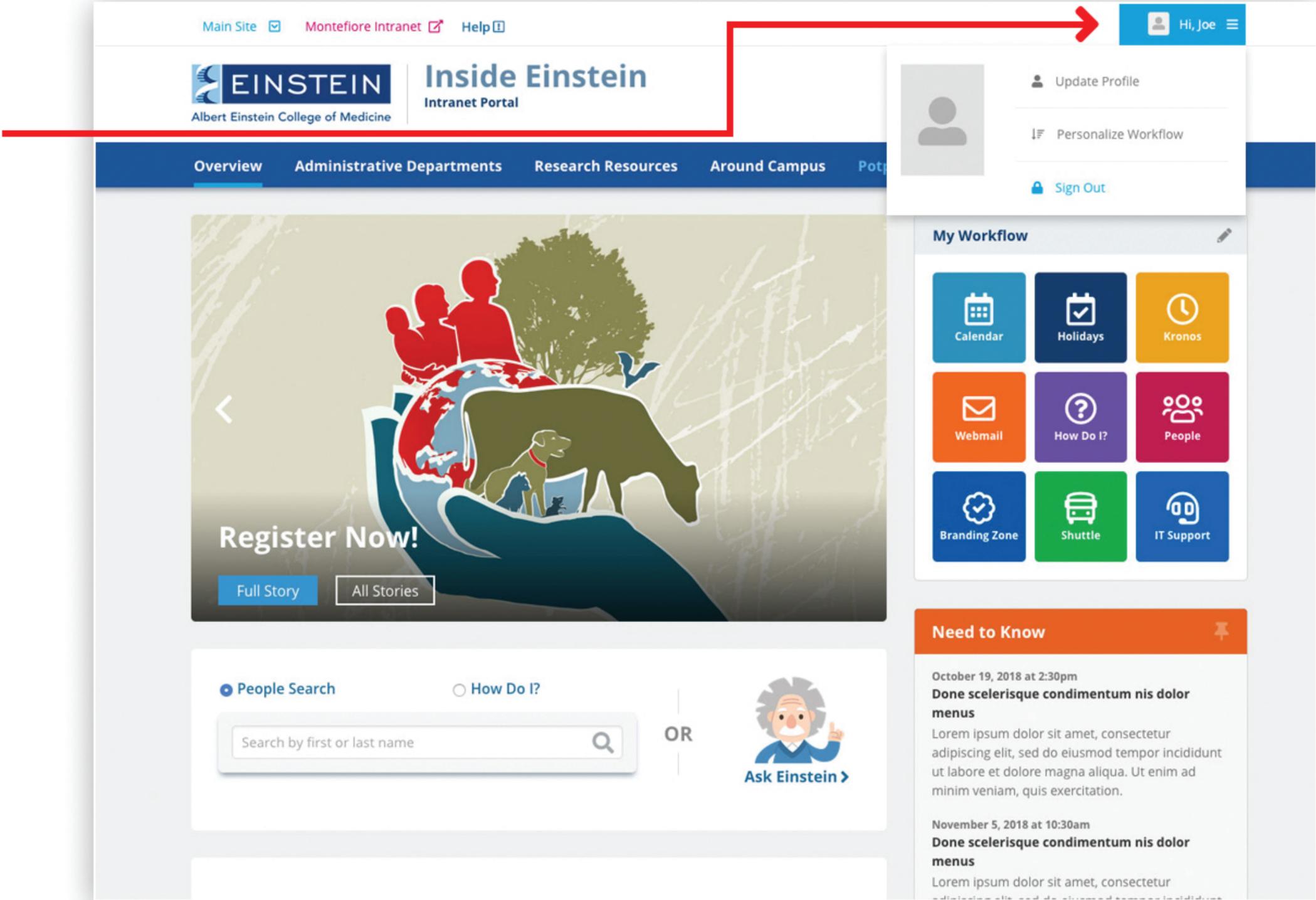
The screenshot displays the Einstein Intranet Portal interface. At the top, there are navigation links for 'Main Site', 'Montefiore Intranet', and 'Help'. The user is logged in as 'Hi, Joe'. The main navigation bar includes 'Overview', 'Administrative Departments', 'Research Resources', 'Around Campus', and 'Potpourri'. A 'WORKFLOW' button with a grid icon is highlighted in the top right corner of the navigation bar. Below this, the 'My Workflow' section is enclosed in a red box. It features a grid of 15 colored icons: Calendar (blue), Holidays (dark blue), Kronos (yellow), Webmail (orange), How Do I? (purple), People (red), Lynda.com (dark blue), Branding Zone (green), IT Support (blue), Documents (light blue), Forms (light blue), Shuttle (light blue), Emergency Info (light blue), E-Screens (light blue), Campus Map (light blue), Self Service (light blue), Cayuse (light blue), iLab (light blue), IRIS (light blue), Reserve Space (light blue), BRAVO! (light blue), Parking (light blue), and Learning Management (light blue). Below the 'My Workflow' section, there is a search bar with the placeholder text 'Search by first or last name' and a magnifying glass icon. To the right of the search bar is an 'Ask Einstein' button with a cartoon character icon. Below the search bar, there is an 'Announcements' section with a featured article titled 'Read It in Print or Online!' and a 'My Bookmarks' section with a 'Weather Channel' bookmark.

Profile Menu

Once you're signed in, you will see this "greeting bar" with a drop-down menu indicating things you can do to update *your* intranet.

Click on "Update Profile" to add a photo and complete any missing information for your personal intranet page.

You also can personalize your My Workflow or make updates to it.

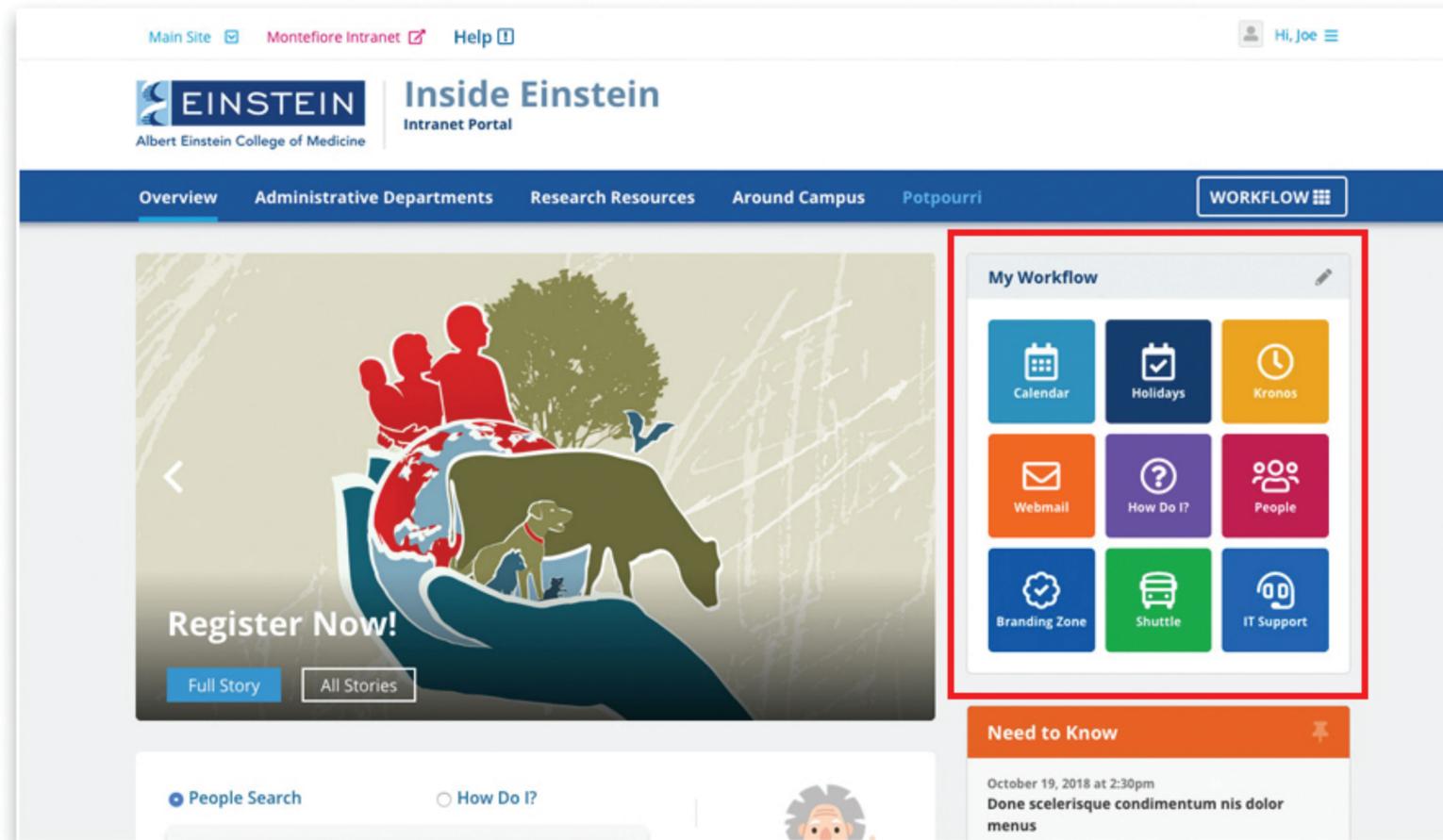


Editing My Workflow Section

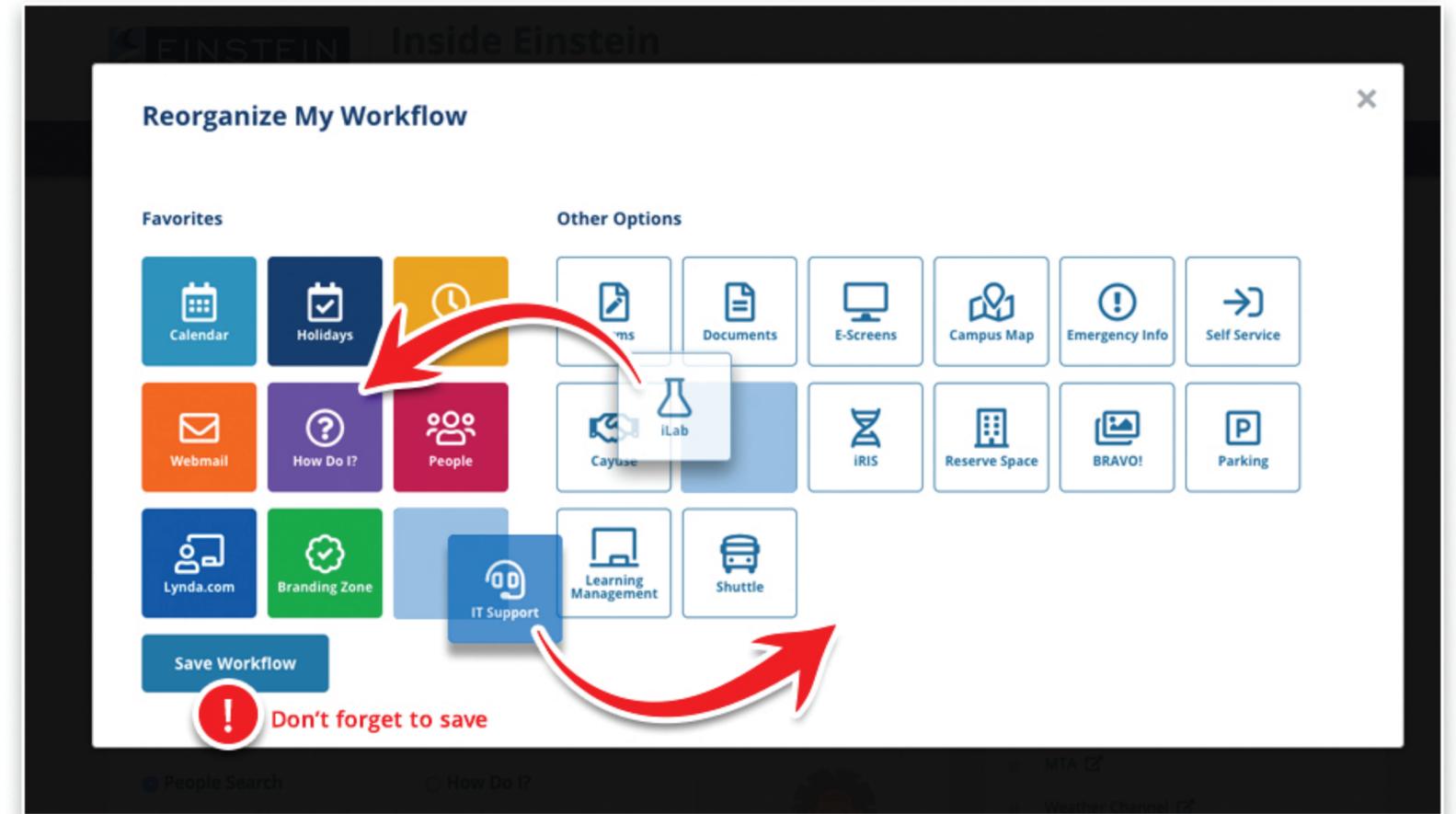
Click on the “edit” marker to begin customizing your My Workflow section. It’s that easy!

The screenshot displays the Einstein Intranet Portal interface. At the top, there are navigation links for 'Main Site', 'Montefiore Intranet', and 'Help'. The user is logged in as 'Hi, Joe'. The main navigation bar includes 'Overview', 'Administrative Departments', 'Research Resources', 'Around Campus', and 'Potpourri', with 'WORKFLOW' highlighted. The 'My Workflow' section is prominently featured, containing a grid of nine icons: Calendar, Holidays, Kronos, Webmail, How Do I?, People, Branding Zone, Shuttle, and IT Support. A red circle highlights an edit icon (a pencil) in the top right corner of the 'My Workflow' section. A red arrow points from the text on the left to this edit icon. Below the 'My Workflow' section, there is a 'Need to Know' section with two entries, each with a date and time, a title, and a placeholder text. At the bottom, there is an 'Announcements' section with a featured announcement about a new edition of Einstein magazine.

Editing My Workflow Section



The items you'll select as your top workflow options will appear as colored icons under My Workflow. The icons you select will differ from those of your colleagues because you can customize them to show the information *you* need to have at hand the most.



First drag items from the colored boxes to the right that you wish to replace with an item selected from icons on the right. Select the icons most relevant and useful to you for the My Workflow section.

Next, rearrange the colored tiles in the order you'd like them to be.

After you've moved things the way you want them, press "Save Workflow"!

Using Bookmarks

My Bookmarks is a new feature of *Inside Einstein* that allows you to highlight specific Workflow icons, documents from the Document Library that you frequently use, and even websites you may need to access. There is no limit to the resources that you can bookmark.

You can bookmark:



Documents



Internal Pages



External Websites

The screenshot displays the 'Inside Einstein' Intranet Portal. At the top, there are navigation links for 'Main Site', 'Montefiore Intranet', and 'Help'. The main header includes the 'EINSTEIN' logo and 'Inside Einstein Intranet Portal'. A navigation bar contains 'Overview', 'Administrative Departments', 'Research Resources', 'Around Campus', 'Potpourri', and a 'WORKFLOW' button. The main content area features a large banner for 'Register Now!' with 'Full Story' and 'All Stories' buttons. Below this is a 'People Search' section with a search box and an 'Ask Einstein' button. The 'Announcements' section includes two items: 'Read It in Print or Online!' and 'New EXPLORE Program Has Call for Applications!'. On the right side, there is a 'My Workflow' section with icons for Calendar, Holidays, Kronos, Webmail, How Do I?, People, Branding Zone, Shuttle, and IT Support. Below that is a 'Need to Know' section with two news items. At the bottom right, a 'My Bookmarks' section is highlighted with a red box, containing a list of bookmarked items: 'Weather Channel', 'Human Resources', and 'Around Campus'. A red arrow points from the 'My Bookmarks' section back to the 'Announcements' section.

Steps to Adding External Bookmarks

STEPS:

- 1 First, name your bookmark
- 2 Then, copy and paste the URL that corresponds with the information, the site, or document
- 3 Press "**Save Bookmark**", and repeat for any other bookmarks you'd like to create

Adding external bookmarks

The screenshot shows the 'Add to My Bookmarks' form with two input fields. The first field, labeled 'BOOKMARK TITLE (max 40 characters)', is empty and has a red circle with the number '1' next to it. The second field, labeled 'BOOKMARK PAGE', is also empty and has a red circle with the number '2' next to it. A 'Save Bookmark' button is visible at the bottom right of the form.

Save Bookmark

The screenshot shows the 'Add to My Bookmarks' form with the 'BOOKMARK TITLE' field containing 'MTA' and the 'BOOKMARK PAGE' field containing 'http://www.mta.info/'. Both fields have green checkmarks to their left. A red circle with the number '3' is placed over the 'Save Bookmark' button, which is highlighted with a red arrow pointing from the right side of the image.

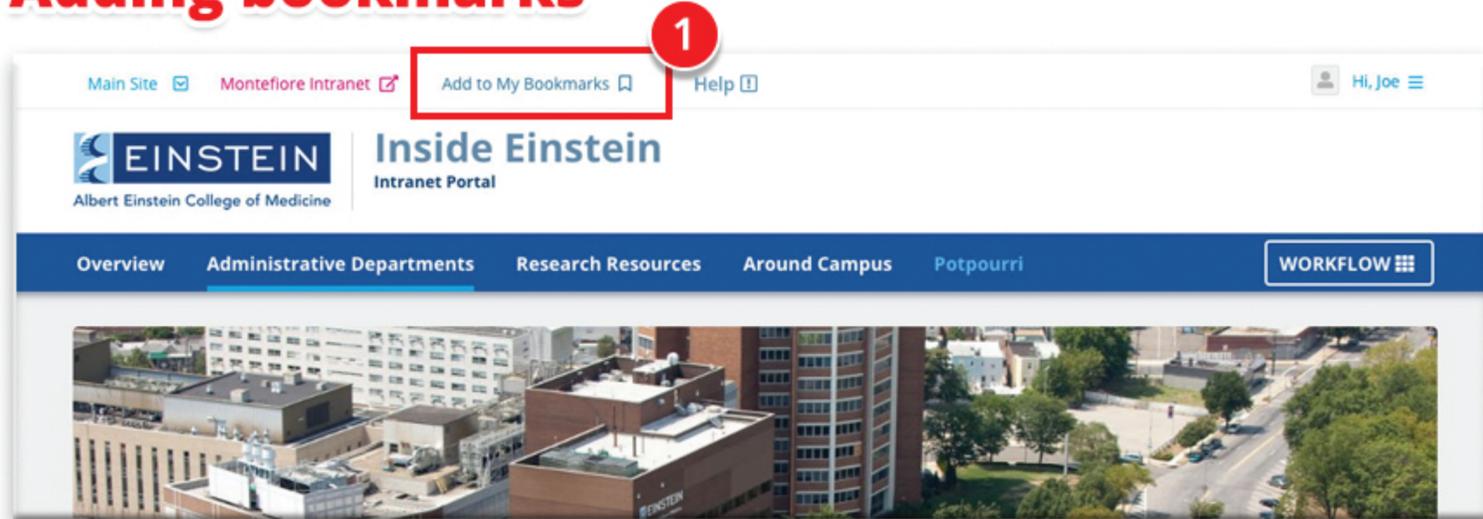
Your external bookmark has been added to your list

The screenshot shows a user interface with several sections. On the left, there are 'Announcements' with a featured article about Einstein magazine and another about the EXPLORE program. On the right, there is a 'My Bookmarks' section with a list of bookmarks: 'MTA' (with a green checkmark and 'Added' text), 'Weather Channel', 'Human Resources', and 'Around Campus'. A red box highlights the 'My Bookmarks' section, and a red arrow points from the 'Save Bookmark' button in the previous screenshot to this section. Below the bookmarks is an 'Upcoming Events' section with an event on Thursday, November 8th.

Steps to Adding Internal Bookmarks

Read instructions starting from here:

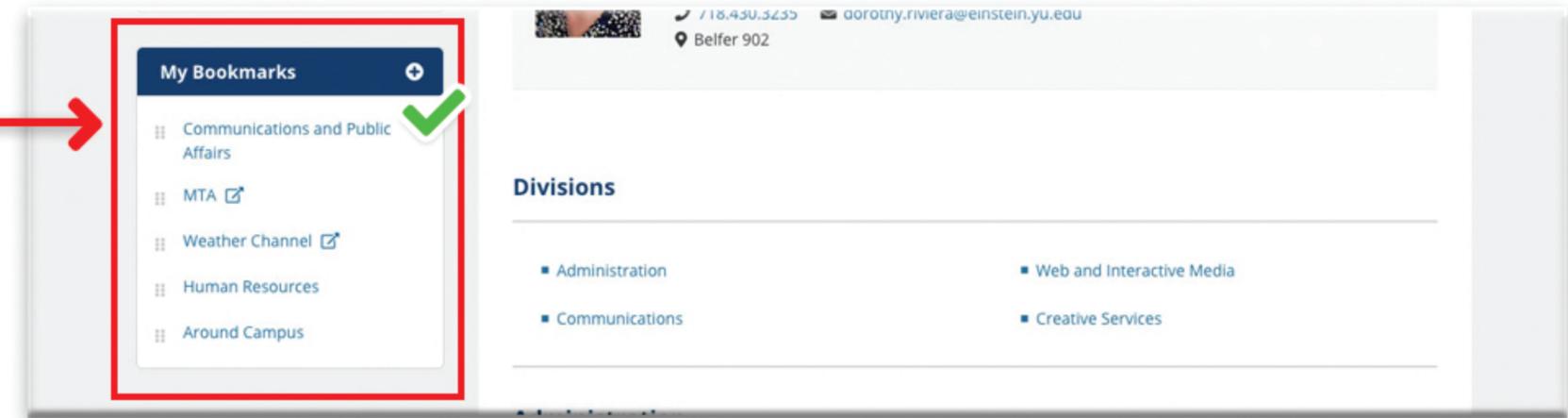
Adding bookmarks



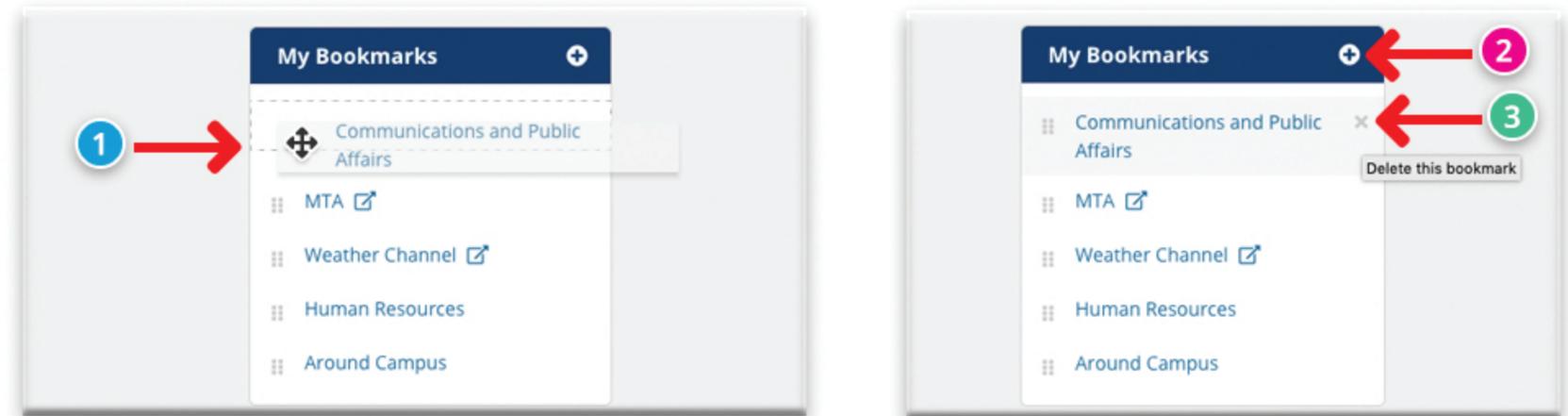
Steps to adding bookmarks by clicking the "Add to My Bookmarks" link at the top of the page:

- 1 Click on this link to add the page you are on to your bookmarks
- 2 You may give the link you're bookmarking any name you desire
- 3 Press "**Save My Bookmark**" to add the link to your bookmarks. You may save as many bookmarks as you like or need!

Your bookmark has been added to your list



Editing "My Bookmarks" list



Steps to edit your "My Bookmarks" section:

- 1 By dragging the link name, you may move your bookmarks up or down within the list and organize them in the order you prefer
- 2 Click the "+" symbol to add new bookmarks
- 3 Click the "X" to delete bookmarks you no longer wish to save

Snapshots

Have you taken a fun photo that fits our monthly theme? Or perhaps it's just an interesting image that doesn't fit a theme.

You can share it in our **Snapshots** gallery by clicking on "Add Photos" and completing the form.

Click on "Guidelines" to learn more, including the monthly themes.



A screenshot of the Einstein Intranet Portal's Snapshots gallery. The page header includes navigation links for Main Site, Montefiore Intranet, Add to My Bookmarks, and Help, along with a user greeting "Hi, Joe". The Einstein logo and "InsideEinstein Intranet Portal" are prominently displayed. A dark blue navigation bar contains links for Overview, Administrative Departments, Research Resources, Around Campus, Potpourri, and a Workflow menu. The main content area features a teal banner with a camera icon and the word "Snapshots". Below this is a "Share your photos!" section with an "Add Photos" button and a "Guidelines" link. A category filter bar includes "All", "Vacations", "Einstein Campus", "Students", "Labs", "Gym", and "Miscellaneous". The gallery displays several photo thumbnails, including a tropical beach scene with thatched huts, a desert landscape with sand dunes, a forest scene, and a traditional Japanese building.



Document Library

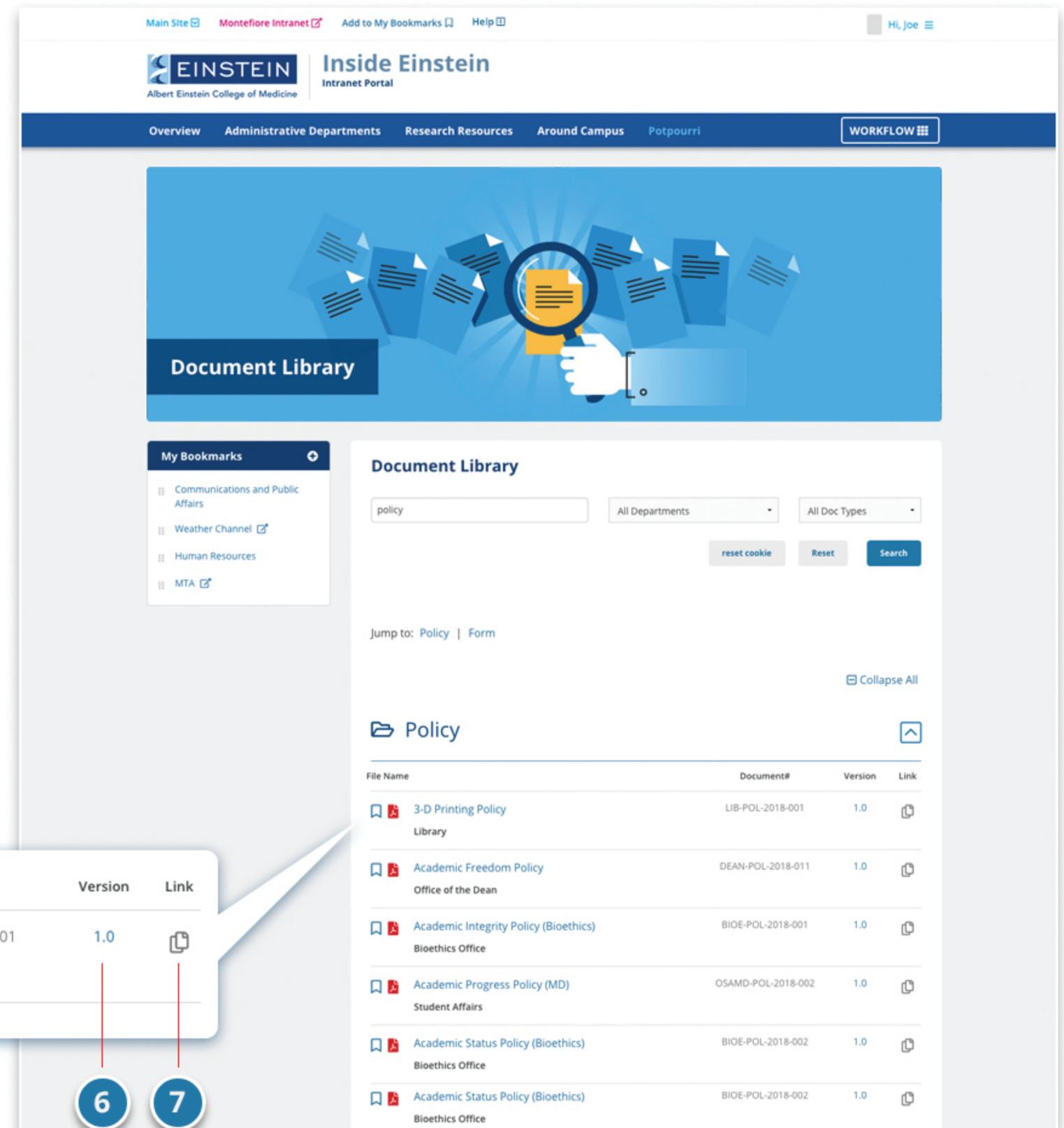
1. Press "Search" after entering the document search terms in the field provided
2. To access all available documents, be sure to sign in. You can click on this bar to do so
3. Press "Reset" to clear the form and do a new search
4. To learn more about using the Document Library, check out the video tutorial

The screenshot shows the 'Inside Einstein' Intranet Portal. At the top, there are navigation links for 'Main Site', 'Montefiore Intranet', 'Add to My Bookmarks', and 'Help', along with a 'Sign in' button. The main header includes the Einstein logo and 'Inside Einstein Intranet Portal'. A dark blue navigation bar contains links for 'Overview', 'Administrative Departments', 'Research Resources', 'Around Campus', and 'Potpourri', with a 'WORKFLOW' button on the right. The main content area features a large blue banner with the text 'Document Library' and an illustration of a hand holding a magnifying glass over several documents. Below the banner is a 'Document Library' search form with a search input field, dropdown menus for 'All Departments' and 'All Doc Types', and buttons for 'reset cookie', 'Reset', and 'Search'. A 'Helpful Tip' box below the search form states: 'You are not logged in. There may be documents that are only viewable when you are logged in to the intranet. Please click the button to the right to log in.' It includes two buttons: 'Sign in for More Results' and 'Video Tutorial'. A 'Search for documents...' input field is at the bottom. Numbered callouts (1-4) are placed on the interface: 1 points to the 'Search' button, 2 points to the 'Sign in for More Results' button, 3 points to the 'Reset' button, and 4 points to the 'Video Tutorial' button.

Document Library

1. Click on the “bookmark” symbol to add a document to “My Bookmark”
2. Click on this PDF symbol to download a PDF file of the document
3. This tells you which department created the policy, procedure, form or document
4. Click on the document name to view the document
5. This link tells you the document number and allows you to download the document
6. This indicates which version of the document you are viewing
7. The “Link” symbol allows you to copy the link or URL for a document so that you can share it with others

File Name	Document#	Version	Link
  3-D Printing Policy Library	LIB-POL-2018-001	1.0	



Main Site | Montefiore Intranet | Add to My Bookmarks | Help | Hi, Joe

EINSTEIN Inside Einstein
Albert Einstein College of Medicine | Intranet Portal

Overview | Administrative Departments | Research Resources | Around Campus | Potpourri | WORKFLOW

Document Library

My Bookmarks

- Communications and Public Affairs
- Weather Channel
- Human Resources
- MTA

Document Library

policy | All Departments | All Doc Types

reset cookie | Reset | Search

Jump to: Policy | Form

Collapse All

Policy

File Name	Document#	Version	Link
  3-D Printing Policy Library	LIB-POL-2018-001	1.0	
  Academic Freedom Policy Office of the Dean	DEAN-POL-2018-011	1.0	
  Academic Integrity Policy (Bioethics) Bioethics Office	BIOE-POL-2018-001	1.0	
  Academic Progress Policy (MD) Student Affairs	OSAMD-POL-2018-002	1.0	
  Academic Status Policy (Bioethics) Bioethics Office	BIOE-POL-2018-002	1.0	
  Academic Status Policy (Bioethics) Bioethics Office	BIOE-POL-2018-002	1.0	