

# HALOGEN:ACTIVATING YOUR ACCOUNT

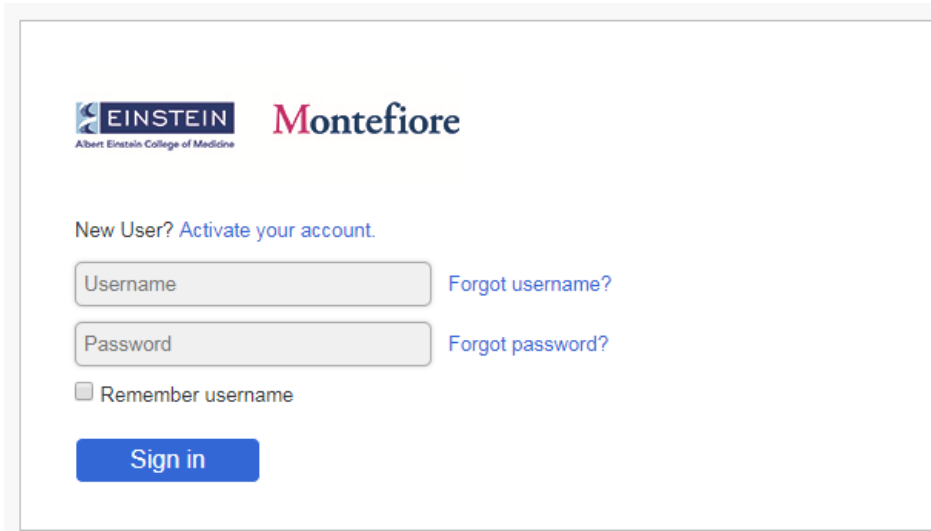
Welcome to Halogen! Halogen is Einstein's web based application for managing the performance feedback program. Halogen conveniently provides access to reports on performance and alerts through the use of electronic forms and automated processes.

When you log into Halogen you will be brought to your Home page where you will be able to find list of tasks that need to be completed as part of the performance feedback process and access program documents.

## ACTIVATING YOUR HALOGEN ACCOUNT

### STEP 1

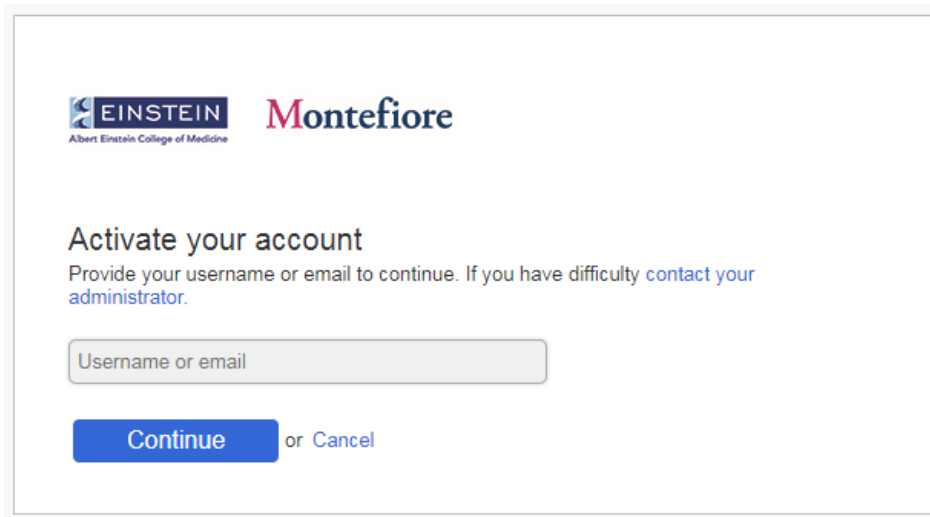
- Go to <https://global.hgncloud.com/einsteinmed/welcome.jsp>
- Click Activate Your Account link



*Note: If you are having trouble using Internet Explorer browser, try using Firefox or Google Chrome*

### STEP 2

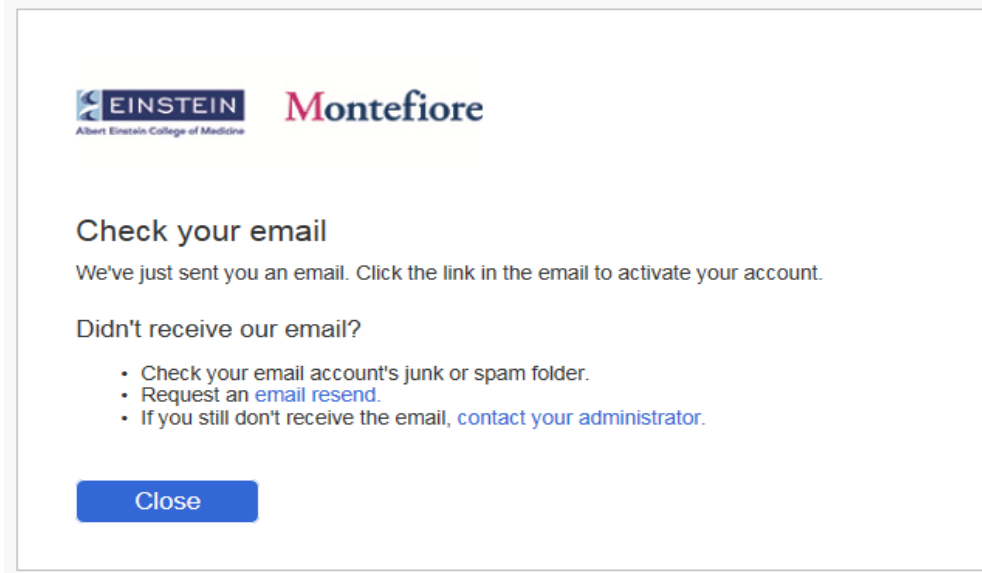
- Enter your Active Directory (AD) Username or E-mail then click Continue



*Note: Your AD is the username you use to log into your computer & email account*

### STEP 3

- You will be prompted to “Check your email”



### STEP 4

- You will receive an email from: [hri-systems@einstein.yu.edu](mailto:hri-systems@einstein.yu.edu)
- Open the message and click Change your settings now. A new page will appear with prompts to create a password.

Welcome to Halogen!

Access to Halogen will allow those that participate in the College's Performance Management Program (PMP) access to their evaluation forms.

To begin using the Halogen system, please click the button below labeled "Activate Your Account."

For additional information and questions, please us at [hri-systems@einstein.yu.edu](mailto:hri-systems@einstein.yu.edu)

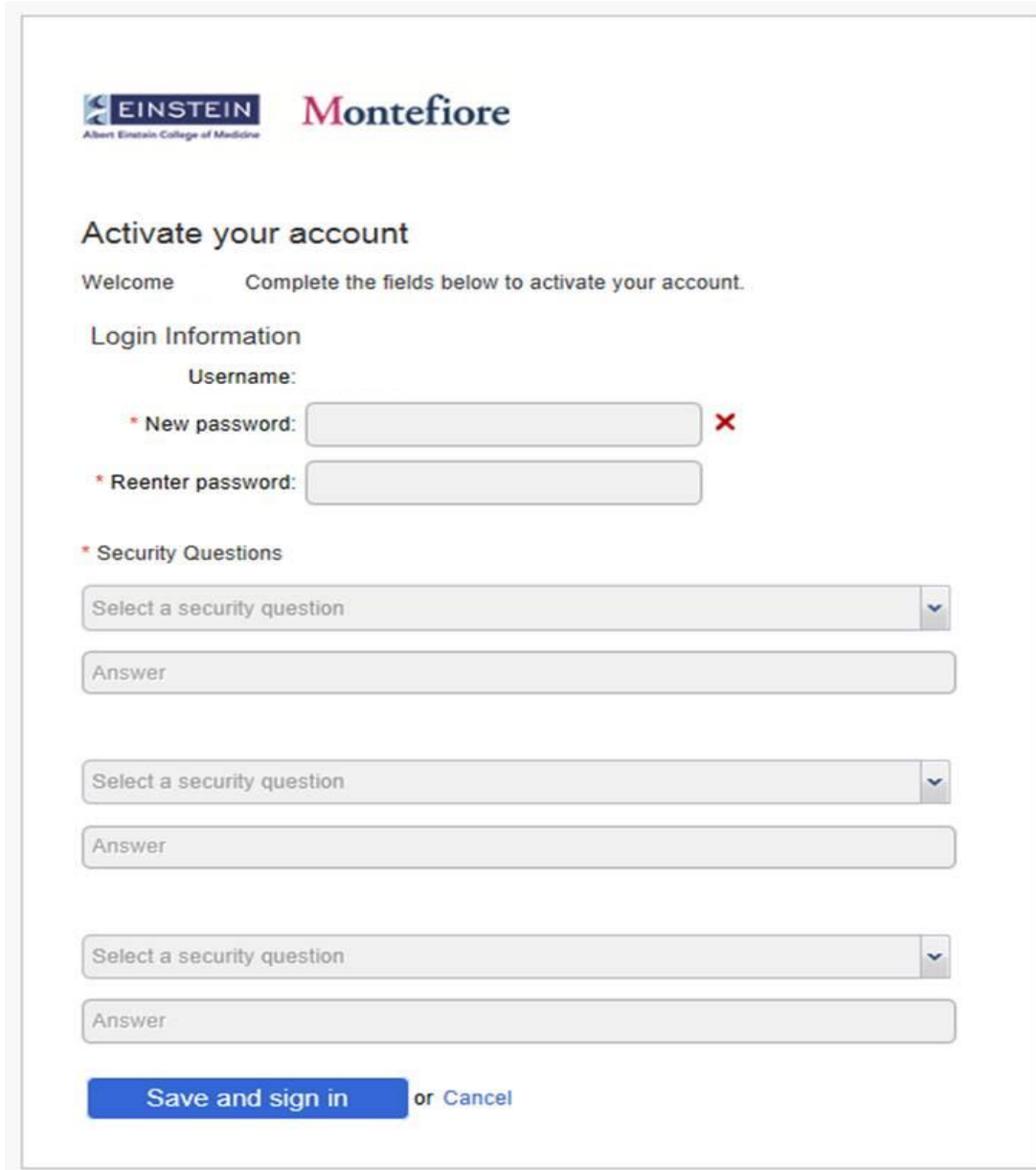
Thank you,

Michele Russo  
Director, HR Technology and Compensation

[Activate your Account Now](#)

## STEP 5

- The password must be at least 8 characters with 1 number and 1 capital letter
- Security Question
  1. Complete the 3 security questions
  2. Click Save and sign in to complete the process



The screenshot shows the Einstein Montefiore account activation interface. At the top left is the Einstein Montefiore logo, with 'EINSTEIN' in a blue box and 'Montefiore' in red. Below the logo is the text 'Activate your account'. A welcome message reads 'Welcome Complete the fields below to activate your account.' The 'Login Information' section includes a 'Username:' label and a password field with a red 'X' icon. Below this are two password fields labeled '\* New password:' and '\* Reenter password:'. The 'Security Questions' section is marked with a red asterisk and contains three identical sets of a dropdown menu labeled 'Select a security question' and a text input field labeled 'Answer'. At the bottom, there is a blue button labeled 'Save and sign in' followed by the text 'or Cancel'.

*Note: If you forget your password, select "Forgot password." Follow the prompts to reset your password.*

If you experience issues accessing the system, if you are locked out of your account or have any questions, please contact the HR Technology at [hriis-systems@einstein.yu.edu](mailto:hriis-systems@einstein.yu.edu).