Create a New Identity

Identity Creation

- You only need to create an Identity in SailPoint if the person isn’t already listed when going to Request Access.
- All employees in Sinai Central and everyone who currently has access to the Mount Sinai network or applications is already in SailPoint.
- You will still need to Request Access for the new identity after completing the tasks on this page.

Begin Your Request

- Browse to https://sailpoint.mountsinai.org in your web browser.
- Log in with your network account.

Create Identity

- Click on one of the “Create” links under “Manage Identity”:
  - Employee - New employees who are not yet in Sinai Central.
  - Physician - New physicians who are not yet in Sinai Central.
  - Contractor - Consultants and vendors who have not yet been given access to Mount Sinai.
  - Volunteer - Rotating residents, researchers, and visiting students who have not been to Mount Sinai before.

- After choosing the correct type of identity to create, fill out the form and click “Submit.”
Select Access

- Now the new identity is available to make a request for by clicking on Request Access