

HALOGEN: ACTIVATING YOUR ACCOUNT

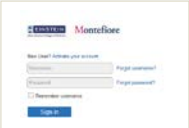

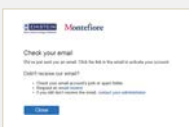

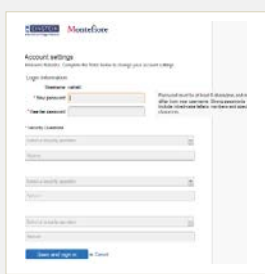
Welcome to Halogen! Halogen is Einstein's web based application for managing the performance feedback program and the learning management system. Halogen conveniently provides access to reports on performance and learning activities, program reminders, and alerts through the use of electronic forms and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

All members of the College community are assigned a Halogen account. If you have questions about the creation of your account, please contact the Learning Network at natasha.reid@einstein.yu.edu.

When you log into Halogen you will be brought to your Home page. This is where you will be able to:

- Search and register for courses
- Review details about training programs you have registered for and completed
- Find list of tasks that need to be completed as part of the performance feedback process and access program documents

ACTIVATING YOUR HALOGEN ACCOUNT

<h3>STEP 1</h3> 	<ul style="list-style-type: none">▪ Go to HTTPS://GLOBAL.HGNCLOUD.COM/EINSTEINMED/WELCOME.JSP▪ Click Activate Your Account link <p>Note: If you are having trouble using Internet Explorer browser, try using Firefox or Google Chrome</p>
<h3>STEP 2</h3> 	<p>Enter your Active Directory (AD) Username or E-mail then click Continue</p> <p>Note: Your AD is the username you use to log into your computer & email account</p>
<h3>STEP 3</h3> 	<p>You will be prompted to “Check your email”</p>
<h3>STEP 4</h3> 	<ul style="list-style-type: none">▪ You will receive an email from: 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.
<h3>STEP 5</h3> 	<ul style="list-style-type: none">▪ The password must be at least 8 characters with 1 number and 1 capital letter▪ Security Question<ol style="list-style-type: none">1. Complete the 3 security questions2. Click Save and sign in to complete the process <p>Note: If you forget your password, select "Forgot password". Follow the prompts to reset your password.</p>

If you experience issues accessing the system or you are locked out of your account send an email to natasha.reid@einstein.yu.edu. For additional information or questions, please contact the Learning Network at natasha.reid@einstein.yu.edu