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](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”

![Check your email](image)

STEP 4

- You will receive an email from: hris-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 hris-systems@einstein.yu.edu

Thank you,

Michel 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

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 hris-systems@einstein.yu.edu.