Minerva HPC Computing Access Setup

Overview

- The EM Analytics team will handle initial creation or your user account within the Sinai system
- When your user account is created, a member of the team will securely send you your Life Number (Sinai's version of a unique ID number), default password and School AD (Active Directory) username
- With these, you will be able to complete the steps below to setup access to the Mount Sinai School of Medicine network and the Minerva HPC system
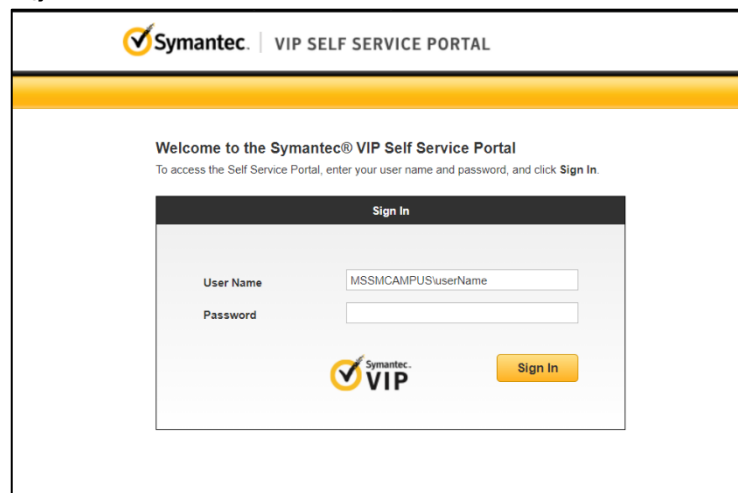
1. Changing MSSM Default Password

Once your user account has been created by the Sinai team, you will need to change your default password.

- Navigate to https://msvpn.mssm.edu
- Select the Checkbox next to "Check box to change your password.
- Login with you School AD login and password
- Change password
- When window appears to enter Security code – close the window and proceed to Step 2.

2. Setting up two-factor authentication for Minerva School Account (ISMMS/MSSM)

If you registered the two-factor authentication app for your MSHS account, this process is similar to the way you registered that account. However, you have to be careful when logging in that you connect to your School Account.

- You will be emailed your account details once your Minerva School Account is created.
- Detailed instructions for VIP Two-Factor Setup are located here: https://itsecurity.mssm.edu/vip-two-factor-setup/
- After installing the VIP app, you must register your VIP Token. To do so, you MUST be on the Mount Sinai network (on campus or "tunneled" into the network).
- Select the link to register a School Account: https://register4vip.mssm.edu
- When you log in make sure you use the School Account information. Your username for your school account is: **MSSMCAMPUS\yourUserName**

3. Connecting to the Mount Sinai Network via VPN Tunnel

VPN access to the Mount Sinai Network is provided through one of two pathways: 1) The School of Medicine (MSSM) or the Health System (MSHS). Faculty, staff, residents, and fellows of the Department of Emergency Medicine will have access through MSHS. External collaborators will have access through the MSSM.

School of Medicine (MSSM) VPN Tunnel
Once two-factor authentication is set up, you can login to the MSSM VPN and connect to the school network via the tunnel.

- Navigate to https://msvpn.mssm.edu
- Login with you School AD login and password
- Complete the two-factor authentication
- Once logged in, you should see an icon for "Tunnel" under the Network Access header. Select this to connect to the MSSM network
- A new F5 Window will open and must remain open during your connection to the network
- Once connected, ping *minerva.hpc.mssm.edu* to check your connection. If the ping is successful, your VPN connection is properly setup

Mount Sinai Help System (MSHS) VPN Tunnel
- Navigate to https://vpn.mountsinai.org
- Login with you Hospital AD login and password (just like you would to connect to your hospital email or EPIC)
- Complete the two-factor authentication
- Once logged in, you should see an icon for "Tunnel" under the Network Access header. Select this to connect to the MSHS network
- A new F5 Window will open and must remain open during your connection to the network

4. Requesting Minerva HPC Account

After your Minerva School Account has been creates, complete the form on the Minerva User Account Request Page https://acctreq.hpc.mssm.edu/

Notes:

- If you are NOT a Sinai employee, select the box next to "External Account" and enter your email address
- For "Sinai Username" enter your Minerva School Account username (requested through SailPoint)
- Your PI/ Group should be: Alexis Zebrowski
- Department is: Emergency Medicine

Once the account is created, you will receive an email from the Minerva team including your Minerva username. Please email this username to emAnalytics@mountsinai.org and David.Buckler@mountsinai.org so we can request the appropriate permissions for data access.

5. Accepting HIPAA Agreement

After your user account is created by the Minerva HPC Team, you will be asked to electronically sign a HIPAA agreement. On this form you will have to specify a project name. Please list the projects you are associated with. Options include: *emhsr* or *HSRData.* If you are uncertain what groups to list, ask a member of the EM analytics core.

https://hipaaforms.hpc.mssm.edu/