Johns Hopkins University
Office of the Registrar—Homewood Campus

Welcome Graduate Student! This document contains information on how to create your JHED password and how to establish your required JHU email account (Outlook Live@Hopkins). You have 60 days after your JHED ID is created to access and create your password before your JHED account is locked. After 60 days or if you need additional assistance creating your JHED password, please contact the JHU Technology Help Desk at (410) 735-HELP [4357] or e-mail help@jhmi.edu

CREATE YOUR JHED PASSWORD:
1. Go to my.jhu.edu
2. Click First time JHED user?
3. Enter your Login ID (LID) in the First Time Login box. *This is the JHED Login ID you just received via email.* Do not try to search for yourself! If you have not received the email “Your Johns Hopkins JHED Login ID”, please email webregistration@jhu.edu or call 410-516-8080.
4. Type in the characters of the image. Press Continue.
5. Create your password. Enter your date of birth and the last 5 digits of your Government ID (SSN). International Students will receive an ID number to use as their JHU Government ID via their personal e-mail address. If you have not received the email, please contact webregistration@jhu.edu or call 410-516-8080.
6. Press Login.

Remember your JHED LID and Password! This is confidential information. Do not share your Password with anyone.

ACTIVATE YOUR JHU E-MAIL ACCOUNT (OUTLOOK LIVE@HOPKINS):
1. Go to my.jhu.edu
2. Click Sign In
3. Enter your JHED ID and Password. Press Login
4. Select the myJHED tab.
   • Locate the “Service and Access Request”
   • Select “Request Outlook Live Email Account”
   • Follow the instructions provided.
5. First Time Login Procedures can be found at http://www.it.johnshopkins.edu/services/email/outlookliveathopkins/firstlogin.html
   • If “Please Make Your Primary Campus Selection” appears, select “Homewood Campus”
   • Click Submit

STOP HERE and WAIT at least TWO HOURS before proceeding to the next step.

YOU ARE NOW PREPARED TO REGISTER ON-LINE. Please note that in order to register successfully you must:
1. Have your Adviser lift the “Adviser Hold”
2. Obtain clearance from Student Accounts Office if necessary
3. Obtain clearance from the Health Insurance Desk
4. Obtain clearance for the Health and Wellness Office

Failure to obtain these clearances will result in “Alerts” that will block your registration. Instructions for registration will be e-mailed and posted on our website. Go to www.jhu.edu/registrar and click on Important Notices/Instructions and select the appropriate category.