Johns Hopkins University
Office of the Registrar—Homewood Campus

SPRING TRANSFER STUDENTS

Welcome to JHU! 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** 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** (need help? – call JHU Technology Help Desk at (410) 735-HELP [4357])

1. Go to [https://my.jh.edu](https://my.jh.edu)
2. Click First time JHED user? [under New Visitor]
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 Login ID”, please email [webregistration@jhu.edu](mailto: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](mailto: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.**

There are multiple steps and you must complete them in a single session to ensure that your e-mail account is created.

**ACTIVATE YOUR JHU E-MAIL ACCOUNT (OUTLOOK LIVE@HOPKINS)** (need help? – call JHU Technology Help Desk at (410) 735-HELP [4357])

1. Go to [https://my.jh.edu](https://my.jh.edu)
2. Click Sign In
3. Enter your JHED ID and Password. Press Login.
4. You will be prompted to **Accept the Office 365 Terms of Service** (scroll to the bottom to accept).
5. **Office 365** link should now appear on the left menu (if not available, please contact JHU Technology Help Desk).
6. **Office 365** FAQ located at: [http://www.it.johnshopkins.edu/services/email/Office365/Frequently%20Asked%20Questions](http://www.it.johnshopkins.edu/services/email/Office365/Frequently%20Asked%20Questions)

**NOTE:** The JHED Directory synching process will take at least one hour to complete. Once complete, **YOU ARE NOW PREPARED TO REGISTER ON-LINE** NOTE: in order to register successfully you must also:

1. Check ISIS for Students to see if you have holds. If you see the word “Alerts” in red above the toolbar, click to see what is required to release the hold(s). Once you have completed what is required, the alert disappears the next time you log back into ISIS for Students.
2. Fill in emergency contact and family info (under Personal Info)

Instructions for registration will be posted on our website. Go to [www.jhu.edu/registrar](http://www.jhu.edu/registrar) and select Students > Registration > Undergraduates > Spring 20xx > Registration Instructions > Transfer Students.