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). **NOTE:** Your JHU email account will be listed on the class roster and all Hopkins communications will be sent to your JHU email address. 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) 516-HELP [4357] or e-mail help@jhmi.edu

**CREATE YOUR JHED PASSWORD**

1. Go to [my.jhu.edu](http://my.jhu.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.**

**STOP HERE AND WAIT AT LEAST TWO HOURS BEFORE PROCEEDING TO THE NEXT STEP.** After waiting at least two hours, please make sure that you have **at least one hour** to complete the processes listed below. There are multiple steps and you must complete them in a single session to ensure that your e-mail account is created. You will be asked to complete three items:

1. Review the JHU Information Technology Policy and pass a 10-question quiz
2. Update your contact information (make sure you read the directions in this section carefully)
3. Accept terms of service for JHU email account (Outlook Live@Hopkins)

**ACTIVATE YOUR JHU E-MAIL ACCOUNT (OUTLOOK LIVE@HOPKINS)**

1. Go to [my.jhu.edu](http://my.jhu.edu)
2. Click Sign In
3. Enter your JHED ID and Password. Press Login
4. Click on Review IT@JH Policies. After reading, select “Take the Quiz Now!” You must successfully pass the quiz in order to proceed any further.
5. If you pass the quiz, “Click here to continue…”
6. If you do not pass the quiz, take another look at Review IT@JH Policies, and then click on “Retake the Test” on the top of the Online Quiz Results page.
7. Review your address, phone number, and parent/guardian information
   a. Update this information under Personal Info/Summary or Personal Info/Family Info
8. Save your information and “X” out of ISIS.
9. Return to the “Action Required” page and click “Refresh Now”
10. When you are ready to continue, click “Information is complete and accurate”
11. If “Please Make Your Primary Campus Selection” appears, select “Homewood Campus” and click submit.
12. Review and then click on “I agree to abide by the Johns Hopkins Undergraduate Ethics Code”
13. Review the Outlook Live Terms of Service and click on “I accept the Terms of Service”
14. Please read our Welcome Page and make note of your JHU email address, which is listed on the first line.
   a. You may disregard the paragraph addressed to incoming freshmen, which begins with: “In addition to checking your email, you will also need to login to the portal regularly…”
15. Click “Continue” and return to [my.jhu.edu](http://my.jhu.edu)

**ACCESSING ISIS FOR STUDENTS:** To set up your Browser, go to [isis.jhu.edu](http://isis.jhu.edu) scroll down and click on Browser requirements.

1. Go to [isis.jhu.edu](http://isis.jhu.edu)
2. Sign In and enter your JHED ID and Password.
3. Under Registration, check your course schedule (My Class Schedule). Check your grades a few weeks after the term ends (My Grades).
4. Close your browser by using the “X” in the upper right hand corner of the screen
5. ISIS for Students is used for viewing Financial Aid, Billing and Registration information. Online registration or add/drop is not available for Special Students, but you can check your course information and grades on ISIS for Students.