

**Johns Hopkins University
Office of the Registrar**

Dear Cooperative Education Student,

This page contains important information about creating your JHED password, establishing your required JHU email account and accessing ISIS for Students (our student information system). Your JHED account will be your access to many university systems. Your JHU email account will be listed on the class roster and all Hopkins communications will go to your JHU email address. ISIS for Students is useful for viewing Financial Aid, Billing and Registration information. Online registration or add/drop is not available for Cooperative Education students but you can check your course information and grades on ISIS for Students.

You have 60 days after you receive the email regarding your JHED Login ID to access and create your password before your JHED account is locked. After 60 days, please call the JHU Technology Help Desk at (410) 735-HELP (4357) to unlock.

Before accessing ISIS, create your JHED password:

1. Go to my.JHU.edu
2. Click First Time JHED User? (under New Visitor?)
3. Enter your Login ID (LID) in the First Time JHED User 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 410-516-7116.
4. Type in the characters of the image. Press Continue.
 1. Create your password. Enter your date of birth and the last 5 digits of your Government ID (SSN). Press Login.
 2. Click on Review IT@JH Policies. After reading, select Take the Quiz Now!
 3. You must successfully pass the quiz in order to proceed any further.
 4. If you pass the quiz, Click “Click here to continue. . .”.
 5. If you do not pass the quiz, take another look at Review IT@JHU Policies, and then click on Retake the Test on the bottom of the Online Quiz Results page.
 6. Review your address, phone and parent/guardian information.
 - Note the steps at the bottom of the screen: Update address and phone information (under Personal Info/Summary) and parent/guardian information (under Personal Info/Family Info).
 - After saving, “X” out of ISIS and return to the “Action Required” page and click Refresh Now.
 - Click “Information is complete and correct” when you are ready to continue.
 7. If “Please Make Your Primary Campus Selection” appears, select “**Homewood Campus**”. Click Submit.
 8. Review and click on “I agree to abide by the Johns Hopkins Undergraduate Ethics Code”.
 9. Review the JHU email Terms of Service and click on “I accept the JHEM Terms of Service”.
10. Please read our welcome page (note your JHU email address on the first line).
11. DISREGARD THE PARAGRAPH ADDRESSED TO INCOMING FRESHMEN: “In addition to checking your email, you will also need login to the portal regularly (every 2 weeks or so should be enough....not "regularly" as in every 5 minutes on a popular social networking site) in order to keep up with things such as Orientation, Housing and Dining, registering for classes and much more.”
12. Click Continue to return to my.jhu.edu

Now, follow the directions below to access ISIS for Students:

Please Note: To learn how to set up your Browser, go to isis.jhu.edu scroll down and click on Browser requirements.

1. Go to isis.jhu.edu
2. Sign In and enter your JHED ID and Password.
3. Under Personal Info, update (if necessary) biographic and address information (Summary) and fill in emergency contact (Emergency Contact).
4. Under Registration, check your course schedule (My Class Schedule). Check your grades a few weeks after the term ends (My Grades).
5. Close your browser by using the **red X** in the upper right hand corner of the screen.