

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 (JHEM) and accessing ISIS for Students (our student information system). ISIS for Students is useful for viewing your course schedule, course information, and grades. Online registration or add/drop is not available for co-op students.

Before accessing ISIS, you must first find your JHED ID and then create a password:

First, you must 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 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 Johns Hopkins ISIS Login Update, please email webregistration@jhu.edu or call 410-516-7116.
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 – you will receive an ID number to use for your JHU Government ID via your personal email address. If you do not receive the email, please email webregistration@jhu.edu or call 410-516-7116.
6. Press Continue.

If you need further assistance creating your JHED password, send an e-mail to jhed@jhu.edu or call 410-516-HELP between the hours of 7:00 a.m. and 9:00 p.m. seven days a week (Eastern Standard Time).

Remember your JHED LID and Password!! This is confidential information. Do not share your Password with anyone. STOP HERE! WAIT TWO HOURS BEFORE PROCEEDING TO THE NEXT STEP.

Next, activate your JHU email account (JHEM):

Please make sure you have at least **ONE HOUR to complete this process; there are many steps you must complete without interruption or else your email account will not be created.**

You will be asked to complete three items:

- Review the JHU Information Technology Policy and pass a 10-question quiz
- Update your contact information (make sure you read the directions in this section carefully)
- Accept terms of service for JHU email (JHEM)

1. Go to my.jhu.edu
2. Click Sign In
3. Enter your JHED ID and Password. Press Login.
4. Click Review IT @JH Policies (this link has the answers to the following quiz).
5. Click on Take the Quiz Now! – you must successfully pass the quiz to have access to ISIS for Students.
6. Click "Click here to continue. . .".

OR

If you do not pass the test, take another look at Review IT@JH Policies, and then click on Retake the Test on the top of the Online Quiz Results page.

- Review your address, phone and parent/guardian information. Note the steps at the bottom of the page. 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 your Students - First Time Logon page and refresh.
- Click "Information is complete and correct" to continue.

7. If "Please Make Your Primary Campus Selection" appears, select "Homewood Campus". Click Submit.
8. Review and click on "I accept the JHEM Terms of Service".
9. Please read our welcome page (note your JHU email address on the first line).
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."
10. Click Continue to return to my.jhu.edu

11. At my.jhu.edu, click on the Student tab for information relevant to you.

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

Things you should know:

- To learn how to set up your Browser, go to isis.jhu.edu scroll down and click on Browser requirements.
 - Please note: The system will automatically log you out after 5 minutes of inactivity. If this happens, you will need to log in again to complete whatever transactions you wish to process.
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). Please make sure your phone and email address are updated for contact information on the class roster.
 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.