

## Johns Hopkins University Office of the Registrar

Dear Non-Degree 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). Your JHED account will be your access to many university systems. Your JHEM 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 special students but you can check your course information and grades on ISIS for 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](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 Johns Hopkins ISIS Login Update, please email [webregistration@jhu.edu](mailto:webregistration@jhu.edu) or call 410-516-7140.
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](mailto:webregistration@jhu.edu) or call 410-516-7140.
6. Press Continue.

If you need further assistance creating your JHED password, send an e-mail to [jhed@jhu.edu](mailto: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.**

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 two items:

- Review the JHU Information Technology Policy and pass a 10-question quiz
- Accept terms of service for JHU email (JHEM)

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

6. If “Please Make Your Primary Campus Selection” appears, select “Homewood Campus”. Click Submit.
7. Review and click on “I accept the JHEM Terms of Service”.
8. Click Continue to return to [my.jhu.edu](http://my.jhu.edu)
9. At [my.jhu.edu](http://my.jhu.edu), click on the Graduate Students 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](http://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](http://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.