

**Johns Hopkins University**  
**Office of the Registrar—Homewood Campus**

Welcome to JHU! This document contains information on how to create your JHED password, and how to establish your required JHU email account (Office 365). You have **60 days** to access and create your password before your JHED account is locked. After 60 days or if you need assistance with the creation of your JHED password or Outlook 365@Hopkins, please contact the JHU Technology Help Desk at (410) 735-HELP [4357] or e-mail [help@jhmi.edu](mailto:help@jhmi.edu)

**CREATE YOUR JHED PASSWORD**

1. Go to [my.jhu.edu](http://my.jhu.edu) and click “First Time User?” located under log in with your JHED ID
2. Enter your Login ID (LID) in the First Time Login box. ***This is the JHED Login ID you received via email.***
  - a. Do not try to search for yourself—if you have not received the “Your Johns Hopkins JHED Login ID” email, please email [webregistration@jhu.edu](mailto:webregistration@jhu.edu) or call 410-516-8080.
3. Type in the characters of the image. Click Continue.
4. Create & confirm your password, in accordance with the Password Policy.
5. Enter your date of birth.
6. Enter the last 5 digits of your Government ID (SSN). International students will be sent an email at their personal email address. This email will include their ID number to use as their JHU Government ID.
  - a. If you are an International student and have not received the “Johns Hopkins Government ID” email, please contact [webregistration@jhu.edu](mailto:webregistration@jhu.edu) or call 410-516-8080.
7. Select three security questions and answers. Click continue.
8. After receiving confirmation that your password is set, click login with your JHED ID.

**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 complete the following steps in a single session. It should take approximately 30 minutes to complete the steps below.

**ACTIVATE YOUR JHU E-MAIL ACCOUNT (OUTLOOK 365@HOPKINS)**

1. Review the JHU Information Technology Policies and agree to abide by them.
2. Provide the requested information in the Integrated Student Information System (ISIS) using the “Edit” button. Be sure to mouse over the “?” for details. Once you have provided the requested information, you will need to click “Information is complete and correct” to continue.
3. If “Please Make Your Primary Campus Selection” appears, select “**Homewood Campus**”. Click Submit
4. Review the Academic Ethics Code, and Student Conduct Code and Student Life Policies, and agree to abide by these policies.
5. Upload a color photo to be used for your J-Card.
6. Accept Terms of Service for JHU email account (Outlook 365@Hopkins).
7. You will receive a “Welcome to Johns Hopkins University” message which will display your @jhu.edu email address. Click continue.
8. You are now directed to your New Student Portal To Do List

Instructions for registration will be posted at <http://web.jhu.edu/registrar>. Select Students > Registration > Undergraduates.