Online Account Activation Instructions Form

**These steps must be completed as soon as possible and within 60 days of enrollment.**

**Johns Hopkins Enterprise Directory (JHED)**
The JHED system is an online, comprehensive source of contact information for Johns Hopkins University faculty, staff and student that grants access to the following resources:

* [myJHU](https://my.jhu.edu/)– update your student profile
* [SIS](https://sis.jhu.edu/)– view your grade at the end of the course
* [Library](https://library.jhu.edu/)– access online reference materials

**JHED Login ID**
Your JHED Login ID (which is also referred to as your JHED ID or your JHED LID) is the username that you use when you login to the JHED system. It is a string of 3-8 characters that typically begins with the first letter of your first name, contains the starting letters of your last name, and ends in a number (ex: “cverhul1” for Claire VerHulst). New students should receive an email from the registrar containing their JHED ID shortly after enrollment. If you have not received your JHED ID via email within 15 business days of enrollment, please contact the EI office at ei@jhu.edu.

**JHU Government ID**
When setting up your JHED password, you will be asked for the last five digits of your Government ID. If you provided your Social Security Number (SSN) during enrollment, then this is your Government ID. If you do not have a SSN (ex: international students) or you did not provide it during enrollment, then you are assigned a temporary Government ID and you will receive an email to your personal email address with this number.

**Creating Your JHED Password**
To create your JHED password, follow these steps:
1. Go to [https://my.jhu.edu](https://my.jhu.edu/) and click “First Time User?” in the left menu.
2. Enter your JHED Login ID. This is the ID you received via email.
3. Type in the characters of the image. Click “continue.”
4. Create and confirm your password, in accordance with the password policy.
5. Enter your date of birth.
6. Enter the last five digits of your Government ID (see section above). If you have trouble, please contact 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, you may log in with your JHED ID.
9. **Be sure to remember your JHED Login ID and password**! This is confidential information; do not share your password with anyone.
10. Please contact the JH IT Help Desk at 410-516-4357 or help@jhu.edu for assistance regarding technical issues.

**Complete Your JHED Profile**
1. After receiving confirmation that your password is set, you may login to [https://my.jhu.edu](https://my.jhu.edu/) with your JHED ID.
2. Review the JHU Information Technology Policies and agree to abide by them.
3. Provide the requested information in SIS using the “Edit” button. Once you have provided the requested information, you will need to click “Information is complete and correct” to continue.
4. If “Please Make Your Primary Campus Selection” appears, select “Homewood Campus,” and click “submit.”
5. Review the provided JHU policies and agree to abide by these policies.
6. Upload a color photo to be used for your student profile and ID card.
7. If you are asked to activate a JHU email account (Outlook 365@Hopkins), please do so. Once your JHU email is created, it is best to have it automatically forwarded to your personal email account. By setting up email forwarding, you will ensure that you do not miss important information being sent to your JHU email account. Click [here](https://ei.jhu.edu/wp-content/uploads/2020/12/Redirecting-your-Johns-Hopkins-email-alias-rev-11.20.pdf) for email forwarding instructions.