

*myJohnsHopkins Portal (myJH)*

<http://my.jhmi.edu> | <http://my.jhu.edu>



The myJH portal provides a one-stop-shop for Johns Hopkins news, events, and tools.

Your single-sign-on login to the myJH portal will provide you a personalized environment that delivers targeted news and announcements as well as easy and secure access to applications such as:

- Person Search
- JHEM Email
- JShare Web File Sharing
- Hopkins One
- WebCT
- e210 electronic timesheets
- MSEL electronic reserves
- Student Registration and Grades

*Getting Started with myJH*

As a Johns Hopkins student, faculty, or staff member, a JHED login ID has already been created for you. However, you will need to verify your identity and set up a password before successfully signing into the myJH portal.

Once you have successfully logged in, you will be able to edit your contact information, set up email aliases, and update online visibility settings.

If you do not know your JHED LID, try the following steps:

1. Open a web browser to <http://my.jhmi.edu> or <http://my.jhu.edu>
2. Perform a person search for yourself using both first and last name. If your name appears in the resulting list, click on your name to view your profile details. Keep in mind, that if you are on-campus, or on the VPN, you will be able to see more information about yourself than if you are off-site.

*\*If your name is not listed, contact the Help Desk at (410) 955-HELP on the East Baltimore Campus or (410) 516-HELP on the Homewood Campus.*

Take note of your JHED LID. You will need this information for future login attempts.

1. Click on the "First Time Login" tab
2. Enter your JHED LID into the "First Time Login" box.
3. You will be prompted to enter the last 5 digits your social security number (SSN) and date of Birth (D.O.B.) for verification purposes. Enter this information and click Continue.
4. Once your password is successfully set, you will be prompted to login.

*Editing your JHED Profile*

Clicking the *myJHED* tab will take you to your JHED dashboard. From here, click the "Change myInfo" link in the JHED functions box. This will allow

you to edit your personal information in JHED. Editing this information will not change your visibility settings. If you have suppressed an attribute from display, filling that attribute in with information will not allow others to see it when executing a search.

There are two or more tabs under the "Change myInfo" area containing information (about you). The first tab, "Personal Info", is specific to you and includes attributes such as nick name, cell phone, URL, etc, most of which are editable.

Some, such as home address and home phone information, are controlled by your primary system of record and must be changed at the source.

Additional tabs will contain your affiliations at Johns Hopkins, such as Student or Staff. Selecting the tab marked "Student (department number)" will display the information JHED receives from the system of record about your Student affiliation. Most of which is not editable within JHED and any incorrect information must be reported to your system of record for correction.

*Editing Visibility*

1. Select the "Set Online Visibility" link from the JHED Functions box.
2. Select the information that you would like to display for Johns Hopkins (Intranet view) and for the rest of the online world (Internet view).
3. Place a check mark in the box for an attribute that you would like others to see from that view.

## Johns Hopkins Enterprise Messaging (JHEM)

<http://jbem.johnshopkins.edu>

Johns Hopkins Enterprise Messaging (JHEM) is the primary Enterprise email system available to staff, faculty and students at the Johns Hopkins Institutions. The JHEM system consists of both email and calendar services. The JHEM Web Client allows you to view your email from any internet browser. Secure POP and IMAP are also available so you can use email clients such as Netscape, Outlook and Eudora.

The first time you use your JHEM account, you will need to access the account by logging into the myJH portal at <http://my.jhmi.edu>. The user ID and password used for JHEM are the same as those used to login to myJH. Once logged into myJH, there you will find an email link which takes you directly into your JHEM email account.

Many users automatically receive a JHEM account when they become affiliated with Johns Hopkins. Users that do not automatically receive an account may request one by logging into myJH, clicking on the myJHEM tab, and filling out the request form.

### E-mail Features

Secure WebMail client that provides:

- Secure login
- Personal address book
- Message searching & folder management
- Return receipts
- Spell check
- vCard support & Message Signature
- Set server-side vacation messages and filters

## JHEM Calendar

JHEM also offers an online calendaring system. Using the JHEM login and password, you can maintain your personal calendars via the web and access it remotely from anywhere.

The calendar server offers many options such as group scheduling, multiple calendars (with URL access for non-calendar subscribers), and event notifications. JHEM Calendar also offers a synchronization tool to sync Palm and Microsoft CE devices and Microsoft Outlook calendars with your JHEM calendar.

Calendar features:

- Web-based Calendaring
- Create multiple calendars
- Group calendars for layered viewing
- Grant access to other JHEM users
- URL for each calendar to view without logging in
- Public & Private events
- Import/Export in iCAL or XML format

### Secure Connections to JHEM

SSL (Secure Sockets Layer) is enabled on JHEM for secure authentication. All connections to the email server are required to use SSL. The web client automatically connects securely, where third-party clients need to be configured to use SSL. Instructions for Outlook, Eudora and Netscape are available online at: <http://www.it.jhu.edu/email/jbem/info>

### Email Services @ Johns Hopkins

Email customers at Johns Hopkins can find additional information at the Enterprise Messaging web site:

<http://www.it.jhu.edu/email>

This site includes information on both Enterprise Email systems, JHEM and GroupWise.

Faculty and staff should contact their Departmental/LAN Administrator for more information about the appropriate email system for their department and/or division.

## SPAM

SPAM is unsolicited Email, often of a commercial nature, that is sent to multiple mailing lists or individuals. Email that meets the criteria for possible SPAM will have text inserted into the subject line of the message that contains JHSPAM-ALERT, so you can choose to create a rule or filter to make the job of managing these messages easier.

New enhancements to the SPAM effort include a quarantine service which captures tagged messages and sends a digest summary to your email account. It is possible that the anti-SPAM software will mark a legitimate email message as SPAM, so messages that are marked as SPAM should be reviewed periodically. More information about Johns Hopkins' anti-SPAM efforts and instructions on setting up move/filter rules can be found at the following web site:

<http://www.it.jhu.edu/email/relay/spam>

### Getting Help

#### On the Web:

**JHEM Information Central**  
<http://www.it.jhu.edu/email/jhem>

**myJohnsHopkins Portal**  
<http://www.it.jhu.edu/portal>

#### Call HELP:

East Baltimore (410) 955-HELP

Homewood (410) 516-HELP