Welcome to Information Systems
Before using your username and password for the first time you must log onto the Accounts page to activate your password. This will also give you the opportunity to establish a unique password that you can remember.

Click on the address for accounts.jhsph.edu and read the rules and suggestions for creating an effective password. Then follow through with the rest of the screens, setting up your profile. After setting up your profile you will be taken to the password menu. This is where you will choose your new password.

You can also reset or change your password if you ever forget it by going to the accounts.jhsph.edu page.
Password Manager

Welcome to the new JHSPH Password Manager tool. Here you will be able to change your password, select and answer questions that you will use to login should you forget your password, and unlock your account if necessary.

Please press "Continue" AFTER reading the rules and suggestions below.

Continue

Passwords:
Your password is the first level of protection from a would-be intruder. Once into the system, a knowledgeable user could do considerable damage. Thus, as a member of the user community it is your responsibility to choose a good password.

Your JHSPH password will not be accepted if it does not follow these rules:

All passwords MUST contain:
- a minimum of six characters and a maximum of eight
- at least one letter
- at least one number
- no more than one pair of repeating characters
- no words found in a dictionary
After you select the http://accounts.jhsph.edu url, you will go into a new window. After reading the password requirements and the suggestions listed below press Continue. You will be taken to a new screen.

Password Manager
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Please press "Continue" AFTER reading the rules and suggestions below.

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On the Password Manager screen, enter the User Name and Password given to you on the sticker at registration. Then press the Submit button. This will be the last time you will use the Password provided to you.
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Welcome to the new JHSPH Password Manager tool. Here you will be able to change your password, select and answer questions that you will use to login should you forget your password, and unlock your account if necessary.

Please press "Continue" AFTER reading the rules and suggestions below.

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On the Password Manager screen, enter the User Name and Password given to you on the sticker at registration. Then press the Submit button. This will be the last time you will use the Password provided to you.

If you ever forget your login Password, you can enter your User Name and press here.
Since this is the first time that you have logged on to your user account, it is required that you fill out your information.

First Name: 
Last Name: 
E-Mail Address: 

Remember your answers.

You must fill in your name and E-Mail address. After you have answered the three questions, press OK. You will then go to the Self-Service Menu.
Since this is the first time that you have logged on to your user account, it is required that you fill out your information.

Remember your answers.

You must fill in your name and E-Mail address. After you have answered the three questions, press OK. You will then go to the Self-Service Menu.

Choose Change Password. You will now go to the Change Password Screen.
Since this is the first time that you have logged on to your user account, it is required that you fill out your information.

First Name:  
Last Name:  
E-Mail Address:  

Enter all the challenge questions and answers. If you forget your password, these challenge questions will be used to confirm your identity.

Questions | Responses
-----------|-----------

You must fill in your name and E-Mail address. After you have answered the three questions, press OK. You will then go to the Self-Service Menu.

Choose Change Password. You will now go to the Change Password Screen.

Self-Service Menu
- Change Password
- Update User Profile
- Unlock Accounts

Enter a new password. Press OK when finished. You can log out, and Log into the Portal.

Change Password
New Password:  
Verify New Password:  

OK Cancel
Since this is the first time that you have logged on to your user account, it is required that you fill out your information.

First Name: [ ]
Last Name: [ ]
E-Mail Address: [ ]

Enter all the challenge questions and answers. If you forget your password, these challenge questions will be used to confirm your identity.

Questions

Responses

OK  Cancel  Reset

If you forget your Password, enter your responses here and press OK

Self-Service Menu
- Change Password
- Update User Profile
- Unlock Accounts

Now enter a New Password and press OK

Change Password

New Password: [ ]
Verify New Password: [ ]

OK  Cancel

Then choose Change Password

Remember your answers.
Welcome to my.jhsph.edu!
This slide show will help introduce you to the useful tools and information available to you securely within http://my.jhsph.edu.
Watch your email for upcoming classes.

Welcome to MyJHSPH
Here are some of the features you will find inside:
- Personalized Webmail
- Personal and Group Calendars
- School Event and Lab Calendars
- Access to Research Databases
- Secure, Web-based File Storage
- Online Help Desk
- Secure Instant Messaging
- School Email Directory
- Student Photo Directory
- Portable Online Bookmarks

User Name: 
Password: 

Problems logging in?
Upgrade FAQ

- If Security Warning appears, click yes to install client software
- First time users must visit https://accounts.jhsph.edu
- Browser window will close when you exit MyJhsph

Have you forgotten your password or do you need to change your password?
Visit https://accounts.jhsph.edu

my.jhsph.edu requires Microsoft Internet Explorer for PC, version 5.5 or higher.
Macintosh Users
My Pages: Home

Your Home page is filled with faculty, student, or staff specific information based on who you are...

Some useful web sites

Refresh Button
Click here after editing the item

Find Help
Quick Search is always available

Click to Edit an item

JHSPH Staff Links
- Administrative Needs
- Computing Needs
- Policies and Procedures
- Libraries and Publications
- Schools of Public Health
  - Committee on Human Research
  - Cooley Athletic Center
  - JHED - Find a Person
  - Standing Committees of the Faculty
  - Support Services
  - Travel Advisory
  - HIPAA training

JHSPH Events
BRIDGING ACADEMIC PUBLIC HEALTH AND PREPAREDNESS IN PRACTICE: CURRENT CHALLENGES IN MIXING PRACTICE AND ACADEMICS
Kristine M. Gebbie, DrPH, RN. Elizabeth Standish Gill Associate Professor of Nursing, Director, Cert
- Date: Wednesday, August 13, 2003
- Event Time: 12:15 PM - 1:15:00 PM
- Campus: East Baltimore
- Building: 615 W. Wolfe Street - Bloomberg Public Health Room: Becton Dickinson Lecture Hall, Room W1020
- Cost: FREE
- Sponsored by: Johns Hopkins Bloomberg School of Public Health Public Health Preparedness and Leadership Search Com

Search the CHR Database

JHSPH now offers SPAM Filtering of your E-mail. Follow the online instructions to activate the filter.

View upcoming events
My Tools: Web Drive

Use Web Drive to access your files from home, on the road, overseas... any time of the day or night.

You can share your files and folders by permitting certain actions to other users.

<table>
<thead>
<tr>
<th>Allow these actions to:</th>
<th>Read</th>
<th>Write</th>
<th>Delete</th>
<th>Administrate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner (David Baker)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Users with accounts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Change  Add User/Group  Remove User/Group

The main menu allows you to add your files, to manage your files, and to share your files with your colleagues.
My Tools: Web Drive

Use Web Drive to access your files from home, on the road, overseas... any time of the day or night.

You can quickly save files as needed in a safe location.

The main menu allows you to add your files, to manage your files, and to share your files with your colleagues.
My Tools: Search

Searching for something? Try here...

It is also possible to search For Student Photos

People Search enables you to look up email addresses for JHSPH faculty, staff and students

You can do a keyword search using Google, as well as Altavista and MSN

Ability to search the CHR Database
My Tools: Messenger

Instead of sending an email or using the phone, try your Messenger!!!

With My Messenger, you can talk with colleagues, faculty, and students at any location, even if they use other instant messaging accounts — AOL, Yahoo, ICQ, MSN

The Message/Chat window

Add a Contact
Manage My Groups
See Who’s Online
Change My Settings:
Sounds, etc.
Chat:
Join a Chat
Create a Chat
Get Help

You can also hold group discussions
My Pages: Personal

Here is where you get to add the Cogs that you want to see.

It's all up to you! Build your page by clicking on ADD and choosing the Cogs you want to see. If you want to preview them quickly, visit the Sample Cogs page first.
My Pages: Personal

Here is where you get to add the Cogs that you want to see.

It's all up to you! Build your page by clicking on ADD and choosing the Cogs you want to see. If you want to preview them quickly, visit the Sample Cogs page first.

This area is empty until you put something here.
My Pages: Sample Cogs

Visit the Sample Cogs page to see what you can add to your personal Page...
Visit the Sample Cogs page to see what you can add to your personal Page...
Visit the Sample Cogs page to see what you can add to your personal Page...

The actor that played Charlie in Willy Wonka & the Chocolate Factory later went on to become

- A chef
- A stage actor
- A valet
- A veterinarian

Weather

Saturday, August 09, 2003

Essex, Maryland
73°F
Cloudy
Visit the Sample Cogs page to see what you can add to your personal Page...

There's more... Be sure to log in and see what else is available!

National News

Boston Archdiocese Offers $55 Million to Settle Sex Abuse Cases
(August 9, 2003 7:50 PM Eastern Daylight Time)

White House Sticks to Claim of Link Between Iraq and al-Qaeda
(August 8, 2003 7:33 PM Eastern Daylight Time)

World News

N. Korea’s Security Concerns
(August 8, 2003 5:07 PM Eastern Daylight Time)

Four Palestinians, One Soldier Killed in Israeli Raid
(August 8, 2003 4:25 PM Eastern Daylight Time)
Personalize: Settings

Visit the Settings page to choose your own look...

Changing portal settings

Select a theme to change the colors and fonts used to display your pages.

You can show explanations (like this one) beside every setting. This option applies to the Settings pages for every CDA in your portal.

You can set the number of folders displayed in the menu bar of the portal before the menus begin to scroll horizontally. If you do not set the menu number, the number of displayed menus depends on the width of your browser window.

Portal menus can display icons for each listed item. You can choose to show or hide the icons in your portal menus.

Portal Settings

Theme

Patriot

Help

Display explanations for each setting

Folder count

<All>

Icons

Show icons on menu

Here you can change the colors of My.jhsph.edu. Just choose from one of the nine themes that are available.

To move your Cogs around on a page, using your mouse, just click and drag the Cog to its new location...
This is the future location of your **Department’s Intranet home page**. Information Systems will be visiting your department to develop a page based on your needs and wants. If you have ideas or opinions about what content belongs here, please contact your Department Administrator. We will be stopping by soon to gather those ideas, and will tailor our work around your input.

-Thank you (The Portal Team)
Resources: Resources

Here is another way to get to some useful web sites...

Resources is a directory of folders containing various items, including links to web sites, forms, Word documents, Excel spreadsheets, etc.

These would include web sites to download Norton’s Anti-Virus Corporate Edition, forms to change email accounts.

Administration

Current Offices

- Business Office
- Office of Graduate Education & Research
- Human Resources
- Information Systems
- Office of Communications and Public Affairs
- Office of Research Administration
- Standing Committees
- Student Academic Support Services
- Student Funding Resources
- Support Services
My Tools: Help Desk

Use Help Desk to enter problems concerning your connectivity, software, or printing problems.

Fill in as much information as possible to enable us to locate you after the problem is resolved, or if we need more information.

After verifying the information, press the Open Help Call button. You will then go to a new screen.
The Self Service Desk will appear.
Using the following screens,
you can now enter your problem.

Select the **Incident Request**
Under Client Services.
The Self Service Desk will appear.
Using the following screens,
you can now enter your problem.

Press the icon on the right of the Subject Description.
The Self Service Desk will appear. Using the following screens, you can now enter your problem.

Double-click the Description that best corresponds to your problem. Most problems will be covered under Wireless, Software, Hardware, or Network problems.
The Self Service Desk will appear.

Using the following screens, you can now enter your problem.

You can track the progress of your trouble by the Incident #.

Press Submit after entering the problem.

Enter the description of the problem the best you can.

Log Off when finished.
Window Updates is a web site operated by Microsoft to update your Windows Operating System and other Microsoft software. You should check periodically to see if there are any updates for your software by visiting the site and downloading the suggested downloads.
To start your Windows Update select the Internet Explorer Icon (IE).

You can find the IE icon on your desktop. It may be in several places.

It will look like this
On the Internet Explorer page, select the Tools pull down box.
A drop down window will appear.
Now select Windows Update
Checking for the latest version of the Windows Update software...

Depending on your connection speed, this might take a minute. During this time, you may receive one or more security warnings. Review each security warning to ensure that the content is signed by Microsoft, and then click Yes to install the software.

The Windows Update window will appear. It will check your computer to see what updates you need.
Checking for the latest version of the Windows Update software...

Depending on your connection speed, this might take a minute. During this time, you may receive one or more security warnings. Review each security warning to ensure that the content is signed by Microsoft, and then click Yes to install the software.

The **Windows Update** window will appear. It will check your computer to see what updates you need.

If you receive a security warning, review each security warning to ensure that the content is signed by Microsoft, and then click **YES** to install the software.
Welcome to Windows Update

Get the latest updates available for your computer's operating system, software, and hardware.

Windows Update scans your computer and provides you with a selection of updates tailored just for you.

Scan for updates

Note: Windows Update does not collect any form of personally identifiable information from your computer.
Read our privacy statement.

Press the **Scan for update** button to start the scanning process. This may take a few minutes. The scan process only scans your computer to see what updates you have to date.
Windows Update is looking for available updates... 100% complete.

- After the scan is completed, it will show you how many updates you need to load.
- Do all the Critical, Window and Driver updates.
- Double-click a set of updates and follow the instructions on the screen.
Driver Updates

Pick from driver updates

Driver updates provide the newest software for your hardware devices (modems, network cards, printers, and so on) to help keep them working properly. The following updates are available for your computer. To select an update you want to install, click **Add**, and then click **Review and install updates**.

<table>
<thead>
<tr>
<th>Nvidia Corporation - Video</th>
</tr>
</thead>
<tbody>
<tr>
<td>NVIDIA display software update released on May 30 2003.</td>
</tr>
<tr>
<td>Download size: 9.8 MB, 1 minute</td>
</tr>
<tr>
<td>Supported hardware...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cisco Systems, Inc. - Networking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Net Driver Version 8.3.10</td>
</tr>
<tr>
<td>Download size: 246 KB, &lt; 1 minute</td>
</tr>
<tr>
<td>Supported hardware...</td>
</tr>
</tbody>
</table>

After selecting a group of downloads, you will be asked to **Review and install the updates**.

Be sure to **ADD** the ones you want. You should download all Critical updates.
Review and install your selected updates

Review the list of items you have chosen to download and install on your computer. You can remove any item you don't want.

NVIDIA display software update released on May 30 2003.
Download size: 9.8 MB, 1 minute
Supported hardware...

Total: 1 = 9.8 MB, 1 minute

After selecting the downloads you want, press the Install Now button. The downloads will start and automatically load.
You will be able to view the progress of the download.
Installation Complete
The following updates have been successfully installed:

NVIDIA display software update released on May 30 2003.

View installation history

You can review your installation history here if you like.

You may have to restart your computer. If so, restart and log back on. Come back to the Window Update page if you have more updates to download. You can now download another update.

Remember to check for Window Updates at least once a month.
Other

Important

Information . . .
Computer Labs

- 3 Computer Labs
  - 2 in Wolfe Street Bldg
    - W3025, W3017
  - 1 in Hampton House
    - B41 Basement PC Lab

- 96 PCs
- 10 Redhat Linux PCs
- Open 24 hours a day
For your convenience, you can buy Office XP Professional through us for $115.00. You get the following programs in one package. Software media and KEY code included. Software available in W3014. Cash, check or Credit Card accepted.

**Microsoft Word**
The Office XP word processor

MS Word is used for all your word processing.

**Microsoft Access**
The Office XP database solution

Access is the Office XP database Management Program.

**Microsoft Excel**
The Office XP spreadsheet

Excel is the program that Professionals use for their Spreadsheet and analysis programs.

**Microsoft PowerPoint**
The Office XP presentation graphics program

PowerPoint is your presentations and graphics programs which will create attention grabbing slides for all your needs.

**Microsoft Outlook**
The Office XP personal information manager and communication solution

Outlook is the personal information management and communication solution for e-mail, scheduling, and Communication, group planning and scheduling. You can access all this information in one place.

Estimated retail prices*:
- New user: $579 US
- Upgrade: $329 US
Wireless Networking

- Internet from most classrooms and public areas
- Printing to multiple printers
- Wireless cards available for sale for laptops.
- Minimum Requirements for wireless configuration
  - Windows 98 and 128 meg of Memory
  - Mac OS 10.1 and 128 meg of Memory
How to Get a Wireless Network Card?

Wireless cards can be obtained most of the year by going to W3014 JHSPH and purchasing one for $50.00. If we are not able to do the install immediately, an appointment will be made with you. During registration, wireless installs are by scheduled time, set up during registration. Normal walk-in service resumes two weeks after the last day of registration.
Welcome to the Johns Hopkins Bloomberg School of Public Health. Wireless technology is available to connect your laptop to the school’s network. This will allow connectivity for email, printing and web browsing. Many newer laptops will have internal wireless already installed but will need to be configured for our system. For those without wireless, Cisco wireless cards are available for $50. To participate, the student must agree to use the school’s Symantec Anti-virus and the student must have access to administrative level privileges on the laptop. Please bring the following items to room W3014 between 8 AM and 10 AM on the day you are scheduled to have the wireless card configured. Failure to bring the required items will necessitate a delay in installation to a later date.

**Required Items:**
- Laptop computer
- Power cord
- CD drive
- Email logon ID
- Laptop case or computer bag
- Any Passwords to log on to laptop
- Admin Password if 2000/XP
- Student ID

**System Requirements:**
- O/S Windows 98, ME, 2000, XP, or MAC OS X
- RAM 64MB or above

The following will be performed on your laptop. Wireless configured and Symantec Anti-Virus installed. Printers will be installed to enable you to print at different locations throughout the building. IE homepage changed to my.jhsph.edu. Please be sure your laptop is in good working condition. If you are having problems with your computer, please visit W3014, or call 410-955-3781 prior to scheduling your appointment. Should you have any problems with your wireless card, please visit W3014 weekdays 8:30AM - 4:30PM.

The following paper was given to you when you signed up for wireless service. Make note of the items required before coming in for your wireless connection.
Norton’s Anti-Virus

You can feel safe when using the wireless network at JHSPH.

We install our corporate edition of Norton’s Anti-Virus onto every computer that accesses the network to help prevent any viruses from infecting your computer.
<table>
<thead>
<tr>
<th>Wireless Access Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wolfe Street Building</strong></td>
</tr>
<tr>
<td>615 N. Wolfe St.</td>
</tr>
<tr>
<td>Gallery</td>
</tr>
<tr>
<td>Student Lounge</td>
</tr>
<tr>
<td>Floors 1-3 classrooms</td>
</tr>
<tr>
<td>PC Labs</td>
</tr>
<tr>
<td>9th Floor Cafeteria</td>
</tr>
<tr>
<td><strong>Hampton House Building</strong></td>
</tr>
<tr>
<td>624 Broadway St.</td>
</tr>
<tr>
<td>Auditoriums</td>
</tr>
<tr>
<td>Basement PC Labs</td>
</tr>
<tr>
<td>1st Floor Cafeteria</td>
</tr>
<tr>
<td>9th Floor Library</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Printing</th>
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<td><strong>Wolfe Street Building</strong></td>
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<td>Student Computer Labs</td>
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</tr>
<tr>
<td>Student Computer Labs</td>
</tr>
<tr>
<td>9th Floor Library</td>
</tr>
</tbody>
</table>
How to Contact Us

Preferred:
Through the portal at https://my.jhsph.edu
When presented with a login screen, login using your user id and password.
Select “my tools” then select “help desk”.

Alternate:
Phone: 410.955.3781 M-F 8am-5pm
In Person: W 3014 Hygiene Building  M-F 8:30-4:30
Help Desk is closed everyday between 1pm-2pm
Included with this CD

Several utilities to help you with your computer:

Winzip 8.0

Adobe Reader 6.0

Info on how to get Norton Antivirus

Internet Explorer 6

And the Slide Show you just watched to help you with the JHSPH Portal and other related items