



Greetings! The Office of Records and Registration is excited to welcome you to the Bloomberg School of Public Health. The following checklist is intended to assist you with your transition to the School. Prior to matriculating you should:

- ❑ **Complete the set up of your JHED account.** This requires the last 5 digits of the US Social Security Number (SSN). International students should contact the Office of Records and Registration at JHSPH.Registra@jhu.edu for the assigned '988' number which can be used in place of the SSN.
- ❑ **Accept the Terms of Service Agreement to activate your JHU E-mail Account.** Instructions were included in the e-mail notification containing your JHED ID. Please contact the Office of Records and Registration at JHSPH.Registra@jhu.edu if you did not receive the communication.
- ❑ **Create a CoursePlus account.** This is needed access supplemental course information for onsite courses and course materials for online courses. CoursePlus accounts can be created at courseplus.jhsph.edu. Students who already have a CoursePlus account should not create a new. Existing CoursePlus accounts should be updated with any new information (ex. new e-mail address).
- ❑ **Register for Introduction to Online Learning (IOL).** This 0-credit course is a prerequisite for all online courses at JHSPH. Information is available at <https://courseplus.jhsph.edu/core/index.cfm/go/course.home/cid/90/>. Students who have not yet taken IOL must register for the July offering to be eligible to take online courses this summer.
- ❑ **Log in to ISIS Self-Service to View Your Schedule.** You can access ISIS Self-Service at <https://isis.jhu.edu/sswf> using your JHED ID and password. New FT-MPH students have been pre-registered for Summer Term 2015-16 courses. You can view your schedule by selecting 'My Class Schedule' from the Registration tab on the main dashboard.
- ❑ **Update your Local Address and Emergency Contact information in ISIS Self-Service.** You can update this information from the Personal Info tab on the main dashboard.
- ❑ **Contact the VA Certifying Official with any Questions Pertaining to Veterans Educational Benefits.** US veterans and eligible dependents should e-mail the certifying official in the Office of Records and Registration at bfreels1@jhu.edu. Additional resources are also available on our website -- <http://www.jhsph.edu/offices-and-services/student-affairs/records-and-registration/veterans.html>.
- ❑ **Subscribe to Records and Registration Social Media Feeds.** Click on the  and  icons to receive notifications from our office about upcoming deadlines and other information.
- ❑ **Review the MPH Orientation Checklist on the Admitted Students Website.** For all additional information regarding Orientation. The checklist is available at http://www.jhsph.edu/admissions/admitted_students/orientation/mph-orientation-checklist.html.

Please contact us if you have any questions or difficulties.

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<http://www.jhsph.edu/offices-and-services/student-affairs/records-and-registration/>