Access or Return to eShipGlobal Shipment Request eForm from iHopkins

**Step 1.** Go to iHopkins Self-Service Portal at [https://ihopkins.jhu.edu](https://ihopkins.jhu.edu)

**Step 2.** Select your login option carefully!

If you have an active JHED/network/login ID and have created a password to access Johns Hopkins portal, please use Login Option #1: ACTIVE JHED LOGIN.

If you do not have an active JHED or your JHED has expired, please use Login Option #2: NO ACTIVE JHED LOGIN.

*See additional information regarding Option #2 on page 3!*

**Step 3.** After you login to iHopkins, click “Document Shipment Request” located at left side menu from iHopkins Home Page.

**Step 4.** Click “eShipGlobal Shipment Request” under Tasks.

READ eform instructions carefully before you submit this eform!
If you accessed eShipGlobal through iHopkins but did not complete all necessary steps, including paying for your shipping order, your e-form status shows as “Routed to Third Party” (Incomplete), follow the instructions below to complete the process.

**Step 3.** Continuing steps 1 and 2 on Page 1, after you are logged in to iHopkins, click “eShipGlobal Shipment Request” under Requests

**NOTE:** eform status is shown as “ROUTED TO THIRD PARTY”

**Step 4.** Under eShipGlobal Shipment Request, click the link with previous submission date/time, marked as “Incomplete”

**Step 5.** Click “Access eShipGlobal to Generate Shipping Label” link on top of the eform to complete all necessary steps.

**READ eform instructions carefully before you click the link!**
**Additional Information:**

If you do not have a JHED ID or your JHED has expired, click “No JHED Login” under login option #2 NO ACTIVE JHED LOGIN.

**Step 1.** Click “Email me my Limited Access PIN” link.

**Step 2.** Enter you University Identification Number and click “Submit”. If you do not know your University ID, please email OIS Tech Support at oistechsupport@jhu.edu for assistance.

**Step 3.** Your Limited Access PIN will be emailed to the email address (es) we have on file for your record in iHopkins. Check your email account(s) to retrieve the Pin. If your email address is no longer valid, please email OIS Tech Support at mailto:oistechsupport@jhu.edu for assistance.

After you successfully retrieved your Limited Access PIN, please enter your University ID, Date of Birth and Limited Access Pin to login to iHopkins!

If you experience any issues with iHopkins, please email oistechsupport@jhu.edu for assistance.