

## Access or Return to eShipGlobal Shipment Request eForm from iHopkins

**Step 1.** Go to iHopkins Self-Service Portal at <https://ihopkins.jhu.edu>



### Welcome to the iHopkins Self-Service Portal

iHopkins is the Johns Hopkins University database used by the Office of International Services (OIS) to manage immigration and advising services for international students, scholars, faculty, and employees.

#### JHED LOGIN INSTRUCTIONS

##### 1. ACTIVE JHED LOGIN

- International Students, Scholars, and Employees with an ACTIVE JHED ID and password click the 'Login' button below.
- Departmental Administrators – if you have attended required iHopkins training, been granted iHopkins access, or if you are an authorized iHopkins business user, click the 'Login' button below.

**Login**  
Enter your Johns Hopkins JHED ID (a.k.a login/network ID) and password.  
For JHED Account Issues, contact the [IT Help Desk](#).

##### 2. NO ACTIVE JHED LOGIN

All Center for Talented Youth (CTY) students use this login

This login is used primarily by newly admitted students, graduates on OPT whose JHED access has expired, most incoming visiting scholars and international employees. This requires either a JHED ID, a 6-digit JHU alpha-numerical ID or a temporary ID you have received from OIS for iHopkins access. Click the 'No JHED Login' link below.

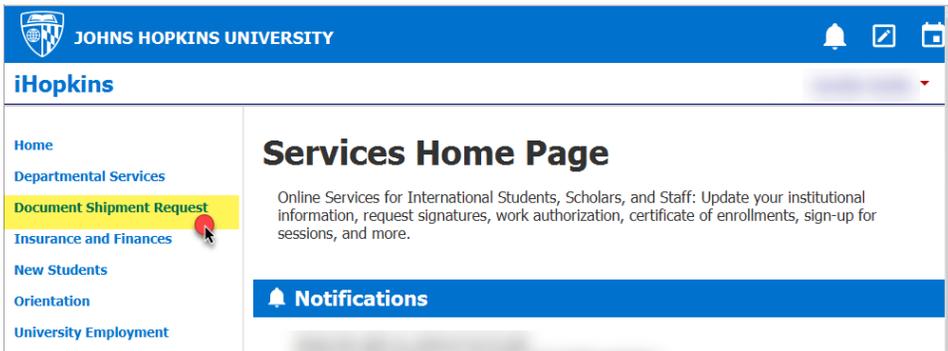
[No JHED Login](#)

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

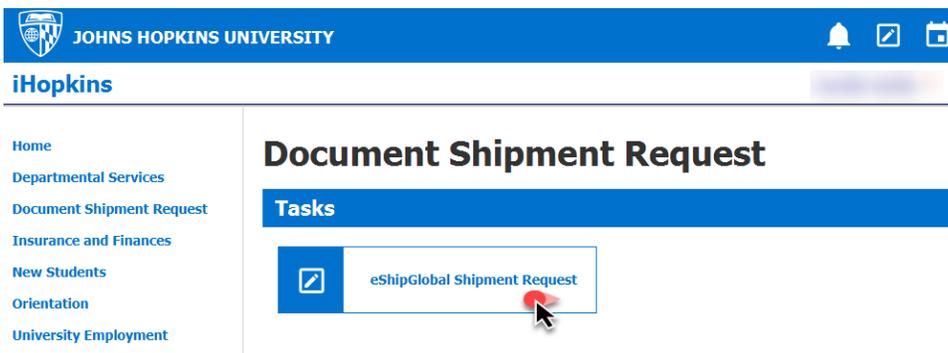
If you have an active JHED/network/login ID and have created a password to access Johns Hopkins portal, please use **Login**  
**Option #1: ACTIVE JHED LOGIN.**

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!



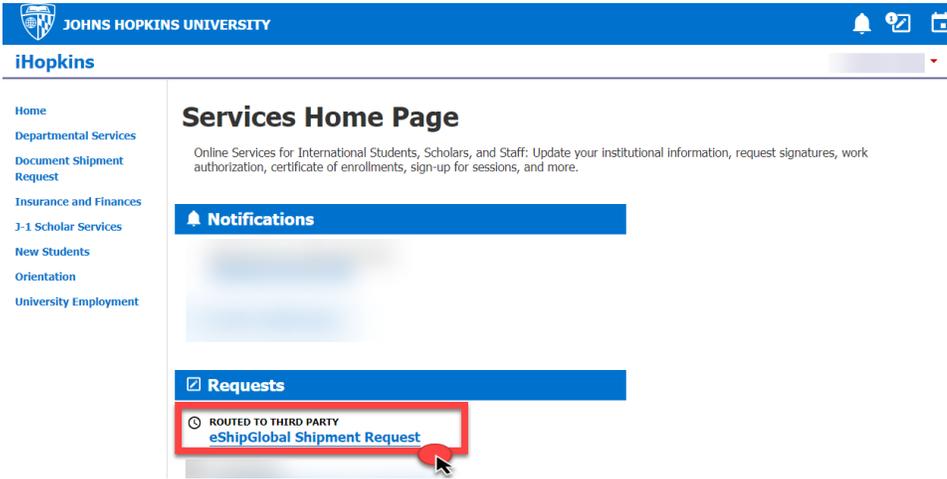
**Step 3.** After you login to iHopkins, click “**Document Shipment Request**” located at left side menu from iHopkins Home Page.



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

READ eform instructions carefully before you submit this eform!

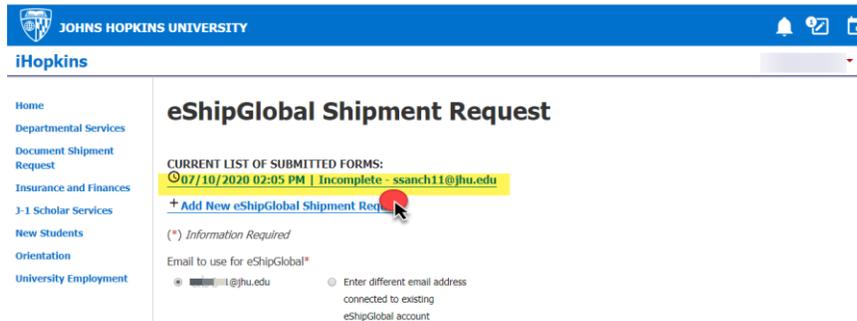
If you accessed eShipGlobal through iHopkins but *did not complete* all necessary steps, including paying for your shipping order, your e-form status shows as **“Routed to Third Party” (Incomplete)**, follow the instructions below to complete the process.



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

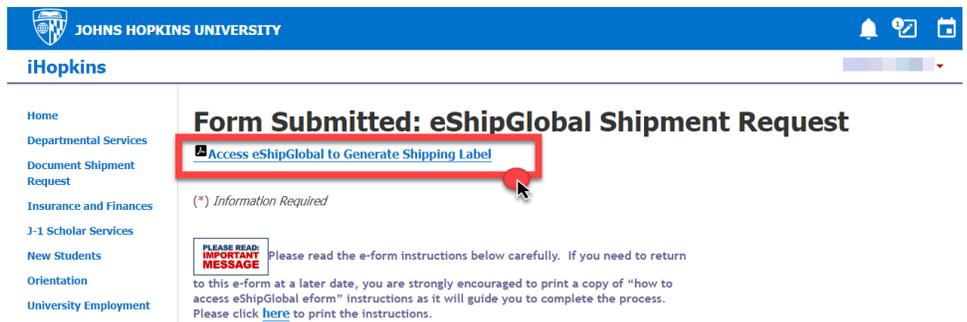
**NOTE:** eform status is shown as **“ROUTED TO THIRD PARTY”**

**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.**

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### Login to - Limited Services

**LOG-IN WITH A NETWORK ID TO GAIN FULL ACCESS**

This access will provide limited services. If you have an institutional network ID and password then you can log into the full services. Use your University ID number, date of birth, and limited access PIN in order to log into services for incoming international students and scholars, or some limited services for students after graduation (i.e. OPT F-1 students). These are services that allow incoming students and scholars to update information and make electronic requests with the international office.

If you are experiencing login issues please email [oistechsupport@jhu.edu](mailto:oistechsupport@jhu.edu) for assistance.

(\*) Information Required

University Identification Number\*

Date of Birth\*

MM/DD/YYYY

Limited Access PIN \*

Your Limited Access PIN is necessary to confirm your identity. If you have yet to receive it, or have forgotten it, you may request that the system e-mail it to you.

Login

E-mail me my Limited Access PIN

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

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### Limited Services PIN Lookup

Please provide your University Identification Number to have your Limited Services PIN e-mailed to you.

(\*) Information Required

University Identification Number\*

Submit

**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](mailto:oistechsupport@jhu.edu) for assistance.