

Central Human Resources
HR Business Services
1101 E. 33rd Street, Suite E-001
Baltimore, MD 21218
HRBusinessServices@jhu.edu

Welcome to the Johns Hopkins University! You are entering into a unique community that is stimulated by the growth and success of its employees. A special New Employee Orientation program was created to help familiarize you with the Hopkins community, its history, values and goals. You will be provided with an overview of the university's organizational structure, policies, procedures and performance expectations. For your convenience, this online New Employee Orientation program was created to allow you to complete orientation as your schedule allows.

Part 1: Directions to register and complete *General Orientation* (you must have a valid JHED ID & password)

1. In order to access the online orientation, please confirm with your manager or department administrator that:
 - you have a JHED ID and password.
 - your SAP HR payroll record has been entered and updated to show your current status as a JHU employee
(If you need further assistance with your JHED ID and password, call the IT @ Johns Hopkins Help Desk at 410-516-HELP during regular business hours)
 2. Disable all pop-up blockers on your computer.
 3. Navigate your browser to <https://my.jh.edu/portal/group/myjhu>
 4. Log in using your JHED Login ID and Password (some browsers will complete the login automatically when you are at your JHU workstation)
 5. Go to the far left and hover your mouse over the **Education** tab. Click **MyLearning**
 6. Click **Catalog**. Then click the **Catalog** tab.
 7. Click **Human Resources and Orientation**
 8. Click **On-Boarding**
 9. Scroll down and click on **New Employee Orientation – JHU** (OR **New Employee Orientation – JHU (School of Medicine)** if you are a School of Medicine employee)
- Note:** If you do not see **New Employee Orientation – JHU** OR **New Employee Orientation – JHU (School of Medicine)** listed as an option, your department may not have updated your status as a JHU employee in the SAP payroll system yet. Please contact your department administrator to check the status of your SAP payroll record. If you are an employee of the Schools of Medicine, Nursing or Public Health, you can also contact Health Sciences HR office for assistance at 410-614-9595.
10. Click the **Add To My Plan** button → Click the **Next** button → Click the **Done** button.
 11. Click My Learning Plan. Under Self-Enrollments, click the course name “New Employee Orientation – JHU”
 12. Scroll down to see ‘**Modules**’ and begin taking the e-course by clicking the first module, Navigation. When you have finished a module, close the smaller e-course window to return to the ‘**Modules**’ screen and proceed to the next module.
*(If a message appears “this course will refresh when the window is closed” the course failed to launch. You must disable all pop-up blockers.)
 13. Complete the modules. Confirm your receipt of and download and save the online staff handbook. * Please note: If you’d like printed proof of completion, go to the My Learning History screen to print your transcript.*
If you have problems launching the e-course, please send an email including your JHED ID and a detailed description of your problem to HRBusinessServices@jhu.edu.

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Part 2: Directions to register and complete *Benefits Orientation* (you must have a valid JHED ID & password)

Johns Hopkins University seeks to be the employer of choice by offering a comprehensive and competitive benefits program to meet the needs of its faculty and staff. The benefits orientation was created to provide an overview of the programs available to you.

1. Repeat steps 1-8 from Part 1 on the previous page.
2. Scroll down to and click on either:
Benefits Orientation - JHU Faculty and Staff if you are a JHU faculty or staff member
or

If you are a bargaining unit employee, click on **Benefits Orientation - JHU Bargaining Unit Employees**

Note: If you do not see your course listed as an option, your department may not have updated your status as a JHU employee in the SAP payroll system yet. Please contact your department administrator to check the status of your SAP payroll record.

3. Click the **Add To My Plan** button → Click the **Next** button → Click the **Done** button.
4. Click **My Learning Plan**. Under **Self-Enrollments**, click the course name
5. Click **Take Course** *(If a message appears “this course will refresh when the window is closed” the course failed to launch. You must disable all pop-up blockers.)
6. Complete the e-course.
* Please note: If you'd like printed proof of completion, go to the My Learning History screen to print your transcript.*

If you have questions about the benefits enrollment, benefits packets or need further information on the benefits programs, please call a Benefits Service Center representative at 410-516-2000.