

July, 2020

New BME Faculty Resource Information

Dear New BME Faculty,
Welcome to Johns Hopkins! In order to help you settle in we have put together this quick resources document. Here you will find a list of BME Staff and the resources they can help you with. Further on is miscellaneous information followed by information about the University Employee Website – my.jhu.edu

If your question isn't address here, please don't hesitate to reach out to me. If I don't have the answer, I will try to find it for you.

Sincerely,
Lindsay Carroll
BME Administrative Specialist for Faculty Affairs
Office/Cell 410-292-9696

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Resources Staff and General Information

Erika Lance, BME Department Administrator Erika.lance@jhu.edu

- Office and lab space assignments
- Startup package coordination

Christina Knieriem, BME Finance Manager ccornel8@jhmi.edu

- Assign budget number for your funding
- Assign post-award support

Tiffany Johnson, BME Grants and Contracts Manager tdjohnson@jhu.edu

- Manage grant transfers
- Assign pre-award support

Lindsay Carroll, Administrative Specialist for Faculty Affairs lindsay.carroll@jhu.edu

- BME Distribution Lists –All new faculty have been added to the BME Faculty all, BME Primary Faculty and BME Primary Faculty Meeting distribution lists.
- *BME Faculty Appointments – primary faculty , research faculty, research associates (SOM), research scientists and engineers, adjunct faculty, secondary and joint appointments*
- BME Faculty Evaluation support materials collection
- BME Faculty Search coordination
- Process moving related expenses as outlined in offer letter
- Secondary and Joint appointment coordinator

Deborah Martin, Administrative Specialist for Operations deb.martin@jhu.edu

- Information regarding Benefit resources
- JHU payroll, create JHED ID and JHU email set up
- *Manage hiring of post docs ,staff and students*

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- Process paperwork so hires may secure their Hopkins ID badge
- Process housing allowances as outlined in offer letter

Vikki Graham, Administrative Specialist to the Director vgraham3@jhu.edu

- Coordinate events hosted by the Director
- Primary Faculty Meetings – emails schedule, calendar invites, agendas,
 - The schedule may also be found on the [BME Google Calendar page](#)
- Scheduling for the Director
- Scheduling of annual faculty evaluations (Dec – Feb)

Ray Giuriceo, BME IT rayg@jhu.edu

Outlook email set up on your computer once you arrive

- Encrypt computer to meet JHU security protocol
- Manage BME Distribution lists

Technical notes from Ray:

- Hopkins email may be accessed several ways
 - via the Outlook Web Access (OWA) client which can be found on the my.jh.edu portal/Messaging/Outlook
 - directly via mobilemail.johnshopkins.edu
 - via Microsoft Outlook program on your computer
- Email aliases can be requested from the my.jh.edu portal/JHED/Email Alias
- Chrome is the most compatible browser for use with Hopkins systems at this time, including SAP.
- Azure Multifactor Authentication (MFA) will need to be configured to access Hopkins online resources. Directions to configure Azure MFA can be found [here](#). VPN access can be requested via the portal, 'VPM' applet.
- URL to access resources from a mobile device using Pulse Secure VPN is vpn.jh.edu/mobile

Sarah Tarney – BME Website manager starney@jhu.edu

- Creates and manages faculty website profiles <https://www.bme.jhu.edu/people/primary-faculty/>

Office Managers - Gail Spence-Homewood and Michelle Hughes-Lukoski-SOM BME-AdminSupport@jhu.edu

- Book conference rooms; manage BME conference Space on Homewood and SOM campus
- Event or catering assistance
- General support to faculty, students and staff
- Housekeeping requests
- Keys to office and lab – SOM only
- Parking passes for visitors
- BME Seminars Series (Michelle)
- Supply orders and Purchase Orders
- Telephone service requests

Miscellaneous (listed alphabetically)

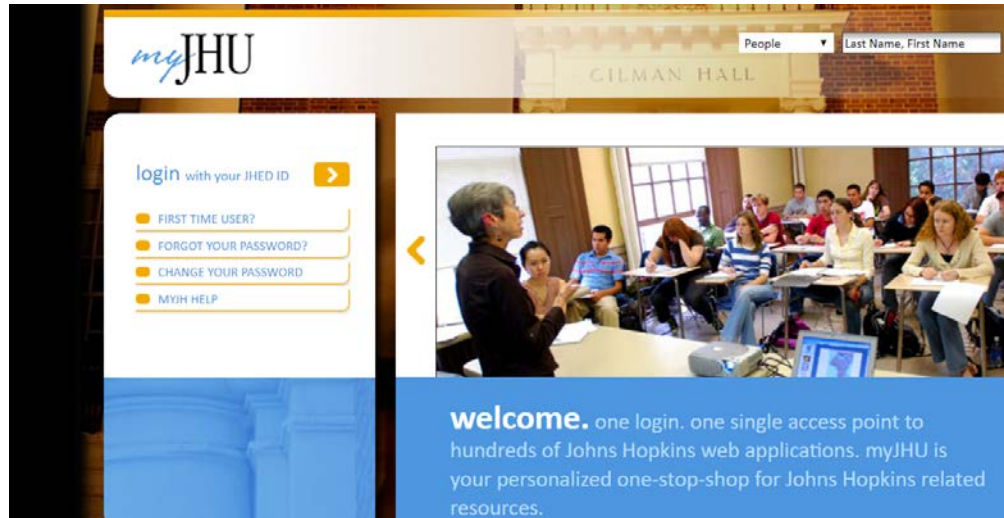
- **Benefits office** – Health insurance options <https://hr.jhu.edu/benefits-worklife/health-life/>
- **BME Staff Listing** <https://www.bme.jhu.edu/people/bme-staff/>
- **Directions to access email on mobile device**
<https://it.johnshopkins.edu/services/mobiledevices/mobility/iOSsetupinstructions.html>

- **JHU Academic Calendar** <https://studentaffairs.jhu.edu/registrar/academic-calendar/>
- **JHU Campus Maps** <https://www.jhu.edu/maps-directions/>
- **JHU Holiday Calendar** https://www.hopkinsmedicine.org/human_resources/benefits/pto.html
- **Keys - office and lab**
 - WSE Deborah Martin deb.martin@jhu.edu
 - SOM Michelle Hughes-Lukoski bme-adminsupport@jhu.edu
- **Materials Transfer Information**
 - <https://ventures.jhu.edu/technology-transfer/material-transfer-agreements/>
- **Parking**
 - **Homewood** <http://ts.jhu.edu/Parking/>
 - **East Baltimore**
https://www.hopkinsmedicine.org/security_parking_transportation/parking/employee_student_parking.html
- **Reimbursements**
 - WSE Employees- Concur system accessed via <https://my.jhu.edu>
 - SOM Employees- BMEPayMeBack email BMEPayMeBack@jhu.edu
 - As part of this packet is a copy of the BME employee reimbursement form to accompany your detailed receipts and credit card receipt showing proof of payment.
- **Transfer live animals** – contact Animal Research Resources
 - need JHED to make the transfer arrangements
- **Johns Hopkins Enterprise Directory (JHED)** - University Employee Information my.jh.edu
 - On page 4 of this document is more information on accessing my.jh.edu for the first time
 - You will find instructions to set up your account on my.jh.edu
 - Directions for setting up an profile and alias
 - Access to
 - Remote Access to JHU Email account
 - Education (Blackboard, MyLearning, compliance training),
 - HR (paystubs, address info, tax withholding, and more)
 - Concur for WSE employee reimbursements and travel
 - Sign up for emergency alerts for the SOM and Homewood campuses

University Employee Website –

A. How to set up and use my.jh.edu

1. Sign in as *First Time User*. In the future you will LOGIN with your JHED ID and password and second step security when off campus.



2. **First Time JHED User Step 1:** Enter your JHED Login ID **OR** search for yourself first by following the instructions at the bottom of the page.

If you need additional help, review [myJH Help](#) for detailed instructions.

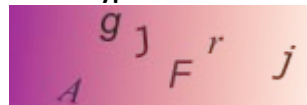
If you are aware that you have multiple JHED accounts, please contact the IT Help Desk at 410-516-HELP (staffed 24hrs) to avoid complications and allow the issue to be reconciled.

Please do not perform First Time Login for a new account if you already have another JHED ID.

A member of the JHED Team will be in contact with you within one normal business day.

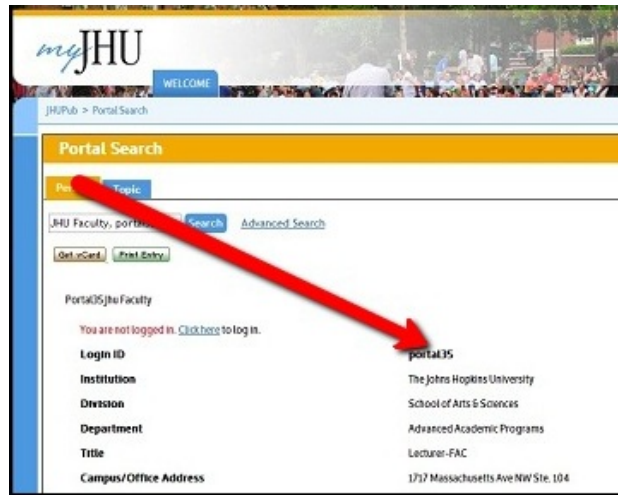
Login ID (LID):

Please Type the Characters in the Image Below



If you do not know your Login ID, please search for yourself using the people search available in the upper right hand corner of this screen.

1. Enter your Last Name in the text field that says "Last Name, First Name" and click on the Go button.
2. A list of results will appear listing all the people with your last name. Once you find your name in the Search Results screen, click on your name to view detailed information about yourself.
3. On your particular page, look for the field in big, bold letters titled "Login ID:". The ID appearing next to this field is your LID.



If you cannot find your name, or see the Login ID is not visible (when searching from off-campus), please contact one of the following:

- Faculty and staff can obtain their JHED Login ID's from a manager/supervisor
- Students can obtain their JHED Login ID's from the Registrar's office

If you have questions about JHED, please contact the IT@Johns Hopkins Help Desk at 410-516-HELP.

Note: Helpdesk employees are not permitted to provide students, staff or faculty with their JHED ID's. If you are unable to locate your JHED ID, you will need to contact one of the authorities listed above.

3. Continue to follow the prompts and directions to create a password and enter a cell phone number for setting up a second step of security

4. You should be in to the home screen now

Future log ins will look like this

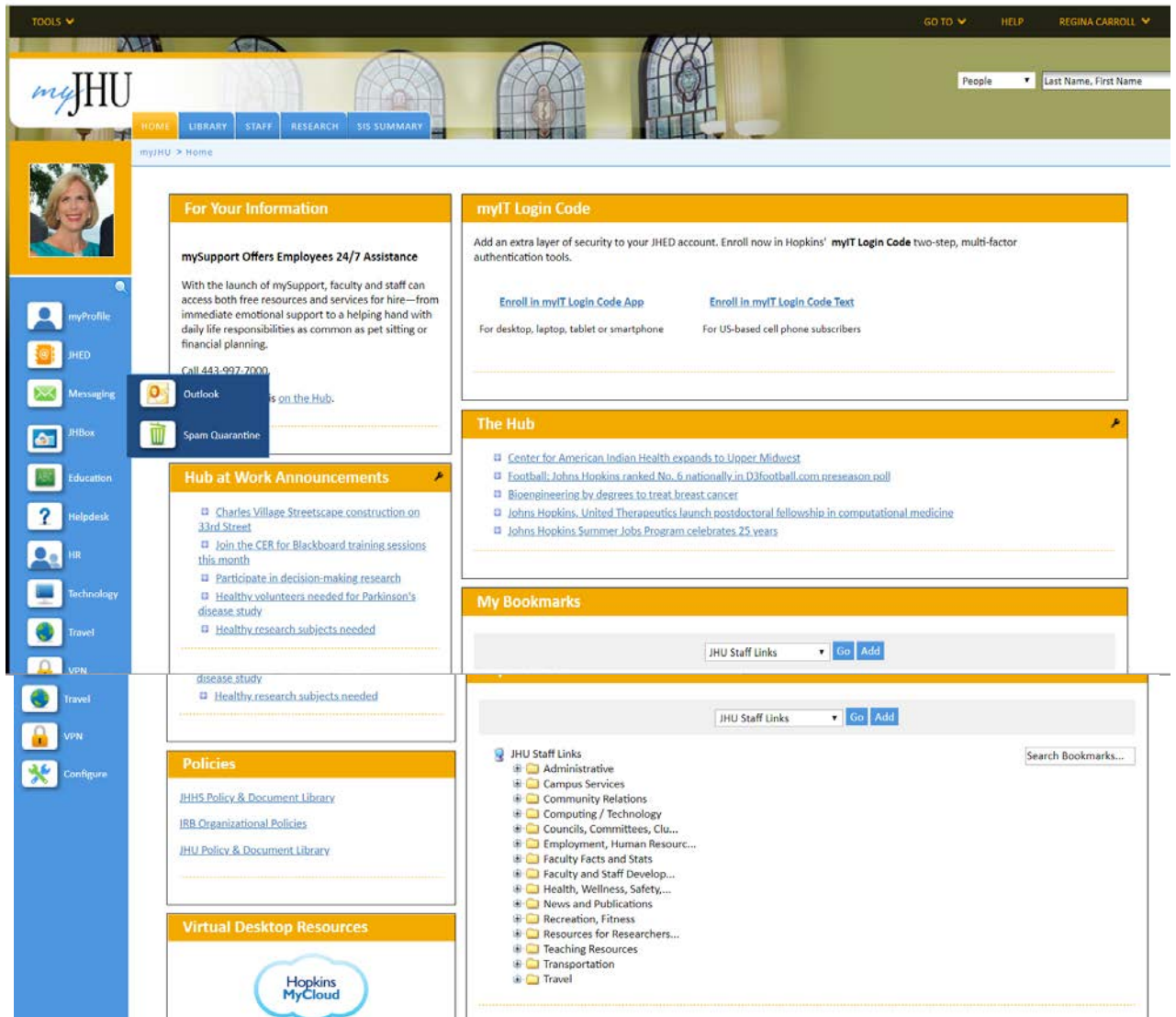


If you are logging in from off campus then you will be prompted to enter a code which will be texted to your cell phone.



B. Using my.jhu.edu

Home Screen



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Under *My Profile* you can set up your Profile information:

- Photo
- Preferred first name
- Default email (the alias you set up)
- Set your information visibility (world, JHU, No one)
- Cell phone number
- Emergency alert sign ups -
- Alternate phone
- Primary campus
- Then save

Under JHED, you can set up your *email alias*

- *Accept the policy*
- *Then follow directions in the Yellow section about ½ way down the page*
- *When done indicated which is your p default email address and hit UPDATE NOW*

Spam Quarantine Options

Change your Spam Quarantine Options here. [Click Here For Spam Quarantine Options](#)

Email Alias Registration v.life.24.5 (rcarro11)

When a person is assigned a LID, the alias LID@hu.edu or LID@jhmi.edu (depending on your primary affiliation) is automatically set up. If a person has no other email addresses registered in JHED, any future announcements will be sent to the person's protected alias. For this reason, the protected alias can not be deleted. A person may have the option to change the routing address if they do not have a JH Medicine Affiliation. If a person cannot change their routing address and is unsure about their JH Medicine Affiliation, please contact their Departmental Admin. To determine this contact please reference the 'View my Department Administrators' quick link within the my.jh.edu Profile page

Your Hopkins Delivery Address

Hopkins employees using enterprise applications may receive email using an address listed as their JHED ID (LID) followed by @johnshopkins.edu. In other situations, outside people may receive email containing a system-generated "from" address that matches this syntax. LID@johnshopkins.edu is a new email address used by systems within Hopkins to deliver email to internal Hopkins email accounts. It does not interfere with any other email addresses you use, and there is no need to begin using it for normal email correspondence, or to publicize it to others.

[Click here for more information](#)

Hopkins Delivery Address: rcarro11@johnshopkins.edu **Routes to:**rcarro11@exchange.johnshopkins.edu

This email address is what will be displayed in the Enterprise Address Book.
See "Default Email Address Selection" below to modify.

Your Alias	Route To Pre-Defined Routing Address
<input type="text" value="lindsay.carroll"/> @ <input type="text" value="jhu.edu"/>	<input type="text" value="rcarro11@exchange.johnshopkins.edu"/>
<input type="button" value="Update"/> <input type="button" value="Delete"/>	

Your Alias	Route To Pre-Defined Routing Address
<input type="text" value="rcarro11@jhmi.edu"/>	<input type="text" value="rcarro11@exchange.johnshopkins.edu"/>
<input type="button" value="Update"/>	

Your Alias	Route To Pre-Defined Routing Address
<input type="text" value="rcarro11@jhmi.edu"/>	<input type="text" value="rcarro11@exchange.johnshopkins.edu"/>
<input type="button" value="Update"/>	

Your Alias	Route To Pre-Defined Routing Address
<input type="text"/> @ <input type="text" value="jhu.edu"/>	<input type="text" value="Select One"/>
<input type="button" value="Add"/>	

Your Alias	Route To Pre-Defined Routing Address
<input type="text"/> @ <input type="text" value="jhu.edu"/>	<input type="text" value="Select One"/>
<input type="button" value="Add"/>	

Default Email Address Selection

This selected email address is what will be displayed in the [Enterprise Address Book](#) for your entry. If you wish to change it, please select from the list of aliases. This will become your "From:" address when you send email from your Hopkins email account.
Your selection is highlighted in yellow.

[FAQ](#)

- lindsay.carroll@jhu.edu
- rcarro11@jhmi.edu
- rcarro11@jhu.edu

Back to the menu on the left side

Education -where you access Blackboard and MyLearning – where the required trainings are accessed

HR –

- effort reporting (ERS),
- pay stubs(ESS),
- payroll set up (ESS),
- changing your payroll settings (ESS) Note - There is a 2 step authentication to access ESS.

To look up people, topics, or departments, search in box at top right of screen
