

Website: FAQ's

- How do I obtain a username and password to access the Financial Statement portion of the website?
 - To access the Financial Statement portion of the website, you will need to login to the Management Reporting Portal using your JHED ID and JHED password. If you need assistance with your ID or password, you can contact JHED directly via the following website:

<http://jhed.jhmi.edu/jhed/index.cfm>

- I can get into the Management Reporting Portal, but I do not see a link to access the Financial Web Reports. How do I get access?
 - If you do not see the link to the Financial Web Reports once inside the portal, please send an email to finance@jhmi.edu to request access. Please include what financial statements in particular you need access to view.

- How do I obtain access to the View Direct intranet:
 - You must complete the Mainframe Sign-on Request Form located at:

<http://finance.jhmi.edu/finance/Forms/VIEWDIRECTACCESS2.doc>

Then email the completed form to the following individuals:

- JHMCIS Security jhmcissecurity@jhmi.edu
- Edward (Ned) Fields efields@jhmi.edu
- Kye Phillips kphilla@jhmi.edu

➤ What happens if I forget my username or password for View Direct?

- Please contact the IS Help Desk at extension x5HELP. Be sure to mention that this is your RDS/Mainframe login.

➤ Is there more detailed documentation I can read on how to use the Financial Statements portion of the site? View Direct?

- Yes. You can access more information about using the Financial Statement portion of the site at:

<http://finance.jhmi.edu/finance/Forms/FinRptsMan0306.pdf>

- You can access more information on using the View Direct system at:

http://finance.jhmi.edu/finance/Forms/ViewD_Train022003.pdf

➤ Why am I unable to access the DataMart website?

- The DataMart website is an “intranet” site. This means that it is only available to Hopkins Employees on their local area network. An intranet by definition is a privately maintained computer network that can be accessed only by authorized persons, especially members or employees of the organization that owns it.