You will need:

- Internet connection
- Your JHED ID and password
- Web browser: Firefox, Safari or Chrome
1. Visit the website at [https://applygrad.jhu.edu/manage](https://applygrad.jhu.edu/manage).

Enter your JHED credentials.
2. Click Records.

3. Click Search Database
Search for persons or organizations.

Search tips:

- Search by full or partial name OR use the * or % for wildcard searches.
- You can do a partial search on any of the following fields:
  Name - (example - kk, joh);
  Email address (example - @jhu, @gmail.com)
- The list of persons that you query on frequently appear in the Recent section within Records > Search.
Alternative Search

Use the Search... bar to lookup people or organizations.