



To: New Accelerated Nursing Students

From: **School of Nursing – Office of Student Information and Registration**
Adam B. Sherr (215) 898-6687 advisor@nursing.upenn.edu

Re: **Steps to Apply for a School of Nursing E-Mail Account**

Please be sure to open a Penn Nursing email account immediately, and access it daily. Many of our instructors use the email to pass on important instructions for courses, and to update our students on upcoming events in the School of Nursing. It is possible to set up your email to be read from your home computer.

Step 1: Obtain your PennKey ID and Password

You can do this via one of the following two methods

Method 1

If you received your PennKey PIN letter follow directions below:

- a) Open your web browser and go to <http://www.upenn.edu/computing/pennkey>
- b) Click on the link that says “Register Using a PIN”
- c) Enter your PIN, the last 4 digits of your SS#, and your birthdate
- d) You will then be prompted to create your PennKey ID and Password

If you did not receive a PIN letter, you can email pennkey@nursing.upenn.edu and a new PennKey setup code will be sent to you.

Method 2

If you will be on campus any time during the summer:

Summer start students cannot get PennCards until after May 10th.

Fall start students cannot get PennCards until after August 9th.

Spring start students cannot get PennCards until after January 4th.

- a) Go to the PennCard ID Center at 3451 Walnut Street, Room 150. As long as you have formally matriculated and paid your deposit you will be able to obtain your Student ID that you will use for your entire career here at Penn. If you are uncertain of your status, you may call or email me or the School of Nursing Office of Student Information.
- b) When you receive your PennCard, you will receive a PIN letter to obtain your PennKey (see method 1).

Step 2: Apply for your School of Nursing e-mail Account

- a) Go to <http://www2.nursing.upenn.edu/otis/newaccts> Fill in the online form and submit it
- b) **Be certain to remember the password that you choose – this will be your E-mail account password! You are encouraged to use the same password as you chose for your PennKey.**
- c) Wait 48 business hours and your e-mail account should be created. You can follow the links from the initial page to receive instructions on how to read your e-mail on the Web or how to configure other mail readers.

If you should have any problems in this procedure, please feel free to call or email me or the School of Nursing computer lab at (215) 898-1616.

