

Required Access to Penn Nursing Systems

A PennKey username and password are required to access many of the University's electronic services.

Agreement

By accepting this offer, you understand that you are required by the University of Pennsylvania School of Nursing to use and maintain a School of Nursing email account. You understand that the School of Nursing uses email as a primary mode of communication, including but not limited to: Contract distribution, program and course communication, urgent safety announcements, etc.

At the School of Nursing, all faculty now have three different types of accounts:

- PennKey - used for PennInTouch, Library resources, & Canvas access
- School of Nursing Account - used to access any School of Nursing resources, i.e., the Virtual Nursing environment
- PennO365 account - used to access your email and SharePoint, the School of Nursing's intranet

Obtaining your PennKey:

1. Return your signed course contract and all other applicable documents to the Office of Faculty Affairs (School of Nursing, 418 Curie Blvd, Suite 438 Fagin Hall, Philadelphia, PA 19104-4217 or OFAContracts@nursing.upenn.edu). After all documents are received, it may take up to two weeks for new faculty to become active in the Payroll system.
2. After your Payroll record has been established in Workday (Penn's human resources, payroll and financials platform,) you will receive an email from Workday with instructions on how to proceed with the onboarding process. You will then need to visit Onboard@Penn. Please note you will not be able to go to the Onboard@Penn Center until you have completed the steps outlined in the email from Workday.

You will receive two important communications as a part of the onboarding process:

1. An email with instructions for setting up your **PennKey** and **password**, and
2. A welcome email from Workday with instructions for completing your onboarding tasks

Your [PennKey](#) and password are required to access many of Penn's systems, including [Workday](#) and [SecureShare](#). Before your first day of work at Penn, you will need to complete the University's electronic onboarding process in Workday.

Please note that the PennKey username you select will be your username for all accounts within the University (including School of Nursing systems). For any PennKey questions, visit <https://pennkeysupport.upenn.edu/help>.

3. Once your PennKey is activated, follow the steps below to obtain your Nursing and PennO365 accounts.

Obtaining your Nursing and PennO365 Accounts:

Requesting a Nursing account – this will give you access to Nursing specific systems (network drives, applications, etc.)

- Go to https://wapp-prod.nursing.upenn.edu/SON_AcctReq/
 - Input your PennKey username and password and click on 'Log in'
 - Fill out the required information and click submit.

Your PennO365 email account password: This is the same as your PennKey username and password.

The entire process may take up to two business days. You will receive instructions in your personal email account after your request has been processed. If you have any questions or require assistance, please contact the Office of Faculty Affairs at OFAContracts@nursing.upenn.edu. If you experience technical difficulties, please contact our Information Technology Services (ITS) Department Service Desk by email at servicedesk@nursing.upenn.edu or by phone at (215) 898-5981. Additional information is available by visiting the ITS website at www.its.nursing.upenn.edu

*****We encourage you to frequently check your PennO365 email*****