

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

Obtaining your PennCard and 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). After all documents are received, it may take up to two weeks for new faculty to become active in the Payroll system. If you already have a **PennCard** and **PennKey**, skip to step four.

2. After your Payroll record has been established, you must visit the PennCard Office (address below) and request a **PennID Card** and **PennKey Setup Code**. **Please note that the PennKey username you select will be your username for all accounts within the University (including School of Nursing systems).**

The PennCard Center Second Floor of Penn Bookstore

3601 Walnut Street Philadelphia, PA 19104-3895

(215) 417-CARD or penncard@exchange.upenn.edu

You may call the PennCard office prior to visiting to confirm that your payroll record has been established. Please take a valid form of photo ID (driver's license, passport, etc.). There is no charge for your initial PennCard.

3. Using your PennKey Setup Code, follow the directions provided by the PennCard center to activate your PennKey username and password. It may take up to one hour for your PennKey to become active.

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

Obtaining your Nursing and PennO365 Accounts: *This is a two-step process. You will be asked to create two passwords (Nursing and PennO365) in this process. We recommend that you do not use same characters for both passwords.*

Step 1: 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 (created from step 3 above) and click on 'Log in'
- Fill out the required information and click submit.

Step 2: Creating your PennO365 email account password: This is different from the previous passwords you created

Go to <https://office365.password.isc.upenn.edu>

- You will be prompted for your **pennkey username and password** (created in step 3 above)
- Follow the instructions to create your PennO365 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 Tram Ng in the Office of Faculty Affairs at (215) 573-9017 or via email at ttng@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.nursing.upenn.edu/its

We encourage you to frequently check your PennO365 email