

SAS Financial Training and System Access Checklist

- **New employees:** Obtain a PennCard ID if you do not have one. For instructions on how to obtain a PennCard, visit:

http://www.business-services.upenn.edu/penncard/card/obtain_staff.html#type1

- **New employees:** Register your PennKey and password online using a setup code that will be provided when you receive your PennCard. To register a PennKey, click:

https://rosetta.upenn.edu/cgi-bin/register_pennkey/register

- **New employees:** Using your PennKey and password, obtain a valid Penn e-mail address at:

www.sas.upenn.edu/newaccount/

- Using your PennKey and password, register for training with the Financial Training Department (FTD) at Knowledge Link. The link is:

<http://knowledgelink.upenn.edu/welcome/>

Note: For assistance on what training and/or access is needed, and where to find access forms on the web, refer to:

http://www.finance.upenn.edu/ftd/Training_&Access_Forms.htm.

Another useful tool is PennProfiler (located in Knowledge Link), a training assessment questionnaire that generates a list of required training based on your answers regarding your role. We recommend the application of these tools using the help of your supervisor.

- After you register for training, fill out all required access forms with the help of your supervisor, and forward them to SAS Finance at:

3600 Market Street, Suite 570 Attn: Maggie Conroy

Mail Code 2649

Note: SAS Finance will review, sign and forward the forms to FTD the day of your class. For BEN Financials access, we will notify you by phone after we receive the form back with your Logon ID and password in 1-5 business days on average after successful completion of training. For most other access, you will hear directly from other departments which have that responsibility. Access time for these may vary depending on the number of required signatures and other factors.

If you have any questions or concerns regarding system access, feel free to contact SAS Finance:

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