

SAS Checklist for New Hires who have been entered into the Payroll system:

PennCard:

Obtain PennCard at PennCard Center:

<http://www.business-services.upenn.edu/penncard/card/obtaining.html>

PennKey:

Create PennKey user name and password:

<http://www.upenn.edu/computing/pennkey/>

Note: You will use your PennKey as your login name for *all* Penn accounts.

Windows Active Directory Account:

To request a Windows Active Directory account, complete the online form via http://www.sas.upenn.edu/computing/help/faculty_staff/active_directory. You will need your PennKey prior to completing the application.

Meeting Maker Account:

To request a Meeting Maker account:

http://www.sas.upenn.edu/computing/help/faculty_staff/calendaring/

You will need your PennKey prior to requesting the account.

Email Account:

To create an email account: <https://www.sas.upenn.edu/facstaff/services>

PennKey must be active in order to create the email account, which could take one to two days. Once you are logged in, click "Account Registration" found on the left column and follow directions.

PennNet (VOIP) Phone Settings:

To configure settings for PennNet (VOIP) phone line:

<http://pps.voice.isc.upenn.edu/>

If you are assigned a phone previously held by someone else, please contact your LSP to have the owner information changed. Provide the LSP with the phone line extension, your full name, and your PennKey user name in order to process the request.

******Please contact your Local Support Person (LSP) with your questions about access to any of the above items******