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:
  
  Penn Card

- **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:
  
  Pennkey Set-Up

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

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

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

- **Documents and Forms**
  
  E-Forms

  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 completion of each training session, please complete the appropriate paper access form or e-form. Paper forms should be forwarded to SAS Finance at:

  3600 Market Street, Suite 570  
  Attn: Jose Tavarez  
  Mail Code 2649

**Note**: SAS Finance will review the forms and route to various central units for approval. You will hear directly from central units once the access has been assigned to you. Access time 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:

| Jose Tavarez | 6-2712 | tavarez@sas.upenn.edu |