Penn LPS Online New Student Checklist

1.) Accept offer of admission
   □ Look for an e-mail with the subject line “Admissions Decision Available” from Penn LPS Online
   □ The e-mail will point you to your online application (via a link). If you cannot find this e-mail, you can go straight to https://www.applyweb.com/upenng/index.ftl
   □ Log in to your online application to view your offer of admission
   □ You can see the decision by clicking “View Your Decision Letter”
   □ To accept or decline your decision, click “Complete Your Decision Form”

2.) Set up Penn Accounts
   □ PennKey is your user name within all Penn systems. You will be receiving an e-mail with your set-up code. For more information and troubleshooting, please go to www.upenn.edu/computing/pennkey.
   □ School of Arts and Sciences (SAS) e-mail address
      • If you do not already have a Penn e-mail address, you will need to create one based on your PennKey. This is the address that your professors, advisors and others at Penn will use to communicate with you. Directions on how to get started setting up your e-mail can be found on the SAS computing website.
      • If you are a current Penn employee, or already have an active Penn e-mail address (with SAS or any other University division), you don't need to do anything. E-mail from your professors will go to your existing e-mail address as it is listed in the Penn directory.
   □ Penn directory will need updating so that your listing is correct. Once you have set up your e-mail account, go to www.upenn.edu/directories.

3.) Register for courses through Penn InTouch
   • Check the course schedule on the Penn LPS Online website to learn more about the courses being offered
   • On Penn InTouch, register for your chosen courses by going to “Register for courses”

If you have any questions, please e-mail lpsonline@sas.upenn.edu