

Wharton Technology Onboarding Overview (Staff)

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This article will discuss best practices for technology onboarding and new hire account requests. Purchasing standards for staff laptops and recommendations, prices, and comparisons of each computer are visible.

Technology Onboarding Best Practices and Information

Please read the items below carefully to make sure you follow Wharton's technology request best practices.

- **PennKey username** - Most technology onboarding processes cannot begin without a PennKey. Technology requests should be submitted as soon as possible (even without a PennKey) so we can start the process; however, we ask that you follow up with PennKey information once it is received.
- **Day one deployment** - Day one deployment is our goal! This is made possible by advanced notice of the new hires' start date using the [Staff Technology Onboarding Form](#) (at least ten business days' notice preferred). If your technology request cannot be processed in time to arrive on the start date, a loaner may be provided (subject to availability).
- **Account mirroring** - To avoid mistakes, we ask that access to resources be explicitly requested instead of providing IT with the name of an individual account to mirror.
- **Specialized software and configurations** - Many departments require software and configurations specific to their workflow. Although we include many widely used software options in a computer's built-in Self Service portal, please include specifics when completing the 'specialized software' section of the technology onboarding form (to the best of your ability). This will help us plan for any custom configurations that need to happen while the new computer is being deployed. Some examples include - Java (for Ben Financials), Smart View, ODBC, and Power BI.
- **Standard Laptops** - Our standard laptops are chosen based on many factors: UPenn hardware and procurement guidance, client feedback, compatibility with other technology deployed throughout campus, current/future trends and minimum hardware requirements, and budgeting. If you'd like to request a model or configuration from one of our preferred vendors (Apple, Dell, Lenovo) that differs from our standard, please choose "Custom" in our form and provide details.
- **Pricing** - Average total pricing can be found in the *Features and Average Pricing* section. External factors may impact technology pricing at any time. On average, pricing fluctuates 10% or more during a product's life cycle.
- **Approvals** - Client Support Services assumes that any internal approval processes for requesting technology or access have been completed before placing a request. Our team may require approvals to be forwarded to us after the request is evaluated.

Staff Technology Onboarding Form

After reading this guide, complete the [Staff Technology Onboarding Form](#) to submit an official technology request.

Laptop Standards and Software

This section will discuss the usage and standard applications of Mac versus Windows PC laptops. For more information regarding other products or brands, please contact your Wharton Computing Representative.

Mac

Mac computers run on macOS, the proprietary operating system of Apple products. This system is also known for its user-friendly interface, stability, and security features. Mac models excel in picture accuracy and photo and video editing tasks and remain compatible with most productivity applications. Mac systems can seamlessly integrate with other Apple devices and services, such as iPhones, iPads, Apple Watch, and iCloud. This allows for a cohesive and interconnected user experience across multiple devices.

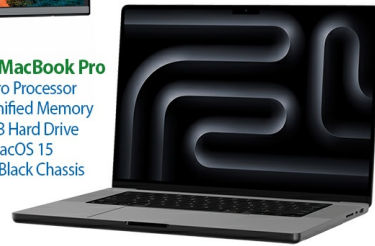
Standard Mac Configurations

Single Display



Dell 34 inch Display
Extend your desktop
Built in dock
Extra ports

14-inch MacBook Pro
M4 Pro Processor
24GB Unified Memory
512GB Hard Drive
macOS 15
Space Black Chassis



Dual Display

Dell 24 inch Displays



Plugable Docking Station
Ethernet connectivity
Display connectivity
Charging
Extra ports



14-inch MacBook Pro
M4 Pro Processor
24GB Unified Memory
512GB Hard Drive
macOS 15
Space Black Chassis



Along with the standard Apple applications, the following 3rd party productivity apps come installed on every Mac:

- Zoom
- Chrome

- Microsoft 365 (Word, Excel, PowerPoint, Outlook, To Do)

The built-in Self Service application allows you to browse through and download any of the following apps easily:

- Microsoft 365
 - Windows App (Formerly Microsoft Remote Desktop)
 - OneNote
 - Teams (Work or School)
 - OneDrive
 - Visual Studio Code
- Slack
- FortiClient (Wharton VPN)
- Global Protect (UPenn VPN)
- Webex
- Adobe Creative Cloud
- Adobe Acrobat Reader
- Dropbox
- CrashPlan (backup solution)
- ChatGPT
- Solstice
- Grammarly

Windows PC

Windows PCs operate on the Windows operating system, which is developed by Microsoft. Windows is known for its widespread usage, versatility, and compatibility. Windows has a vast library of compatible software applications, ranging from productivity tools and creative suites to gaming software and specialized business applications. This broad ecosystem contributes to the popularity of Windows PCs in various domains.

Standard PC Configurations

Single Display



Dell 34 inch Display
Built in dock
Extra ports

Dell Pro Premium 14
Intel Ultra 7 Processor (Copilot +)
14-inch Screen
32GB RAM
1TB Hard Drive
Touchpad conferencing controls
Ultralight chassis
Windows 11



Dual Display

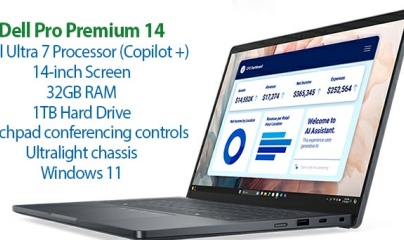


Dell 24 inch Displays



Dell Docking Station
Ethernet connectivity
Display connectivity
Charging
Extra ports

Dell Pro Premium 14
Intel Ultra 7 Processor (Copilot +)
14-inch Screen
32GB RAM
1TB Hard Drive
Touchpad conferencing controls
Ultralight chassis
Windows 11



The Following productivity applications come installed on every PC:

- Microsoft 365 (Outlook, Teams, Word, Excel, PowerPoint, Access, Publisher, OneNote, OneDrive)
- Zoom
- Chrome
- Dropbox

- Adobe Creative Cloud
- Adobe Acrobat
- 7-Zip

The built-in Self Service application allows you to browse through and download any of the following apps easily:

- Box
- Forticlient (Wharton VPN)
- Global Protect (UPenn VPN)
- Solstice
- Firefox
- Smart View
- Webex
- CrashPlan (backup solution)
- Visual Studio Code
- Notepad++
- R for Windows
- RStudio
- JMP



Features and Average Pricing

Item	Features	Estimated Pricing
MacBook Pro	<ul style="list-style-type: none"> • High-resolution mini-LED backlit screen • Apple Intelligence Compatible • All-day battery life • Apple ecosystem Integration (using an Apple Account) • Quiet operation • 3-year Warranty 	\$2058
Dell Pro Premium 14	<ul style="list-style-type: none"> • Ultralight chassis for easy commuting • Copilot + compatible • USB-A & USB-C ports • Most compatible with all productivity software • 3-year warranty 	\$2000
Dual 24-inch Displays	<ul style="list-style-type: none"> • QHD resolution • Extra USB-A ports 	\$600
Dell Ultrasharp 34-inch Display	<ul style="list-style-type: none"> • Built-in docking station for extra ports, networking, and charging • Curved screen 	\$850
Plugable Docking Station	<ul style="list-style-type: none"> • Compatible with Mac models connecting to multiple screens • Extra USB-A ports • Charging 	\$300
Dell Docking Station	<ul style="list-style-type: none"> • Compatible with Windows PC's connecting to multiple displays • Extra USB-C and USB-A ports • Charging 	\$225
Brio 4k Webcam	<ul style="list-style-type: none"> • Mac and PC compatible • excellent low light capability 	\$200
Anker 100W Charger + Belkin Charge Cable	<ul style="list-style-type: none"> • Three ports for charging multiple devices at once • compact for commuting 	\$80
Logitech MK650 Keyboard/Mouse	<ul style="list-style-type: none"> • Mac and PC compatible • Supports Bluetooth and dongle connections 	\$65

Questions?

For more recommendations and information, be sure to reach out to your **Wharton Computing representative**.

