Google@Wharton (Faculty and Staff)

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Google@Wharton for Faculty and Staff lets you securely access Google's productivity suite with your PennKey username and password. You can collaborate using Google's tools and enjoy the legal protections of the University's contract with Google.

> **Before You Start**
>
> You will need the following before you can complete this task:
>
> - An active Wharton faculty or staff affiliation
> - An active PennKey

Google@Wharton for Faculty and Staff includes **only** the following Google services:

- Drive
- Shared Drives
- Google Workspace (Docs, Sheets, Slides, Forms)
- Google Chat
- Google Chrome Sync
- Google Meet

Support for Google Services in Wharton Google Workspace

Support for Google Service in the Wharton Google Workspace **is limited to the browser only** for **Faculty and Staff** users.

Students will receive best-effort support for specific Google applications, including Gmail and Calendar, which are part of the enhanced service offerings available to student accounts.

Google provides stand alone applications are created for Windows OS, MacOS, Android Mobile OS and iOS and iPadOS. These applications use web connectivity as a primary resource for their functionality.

Wharton Computing's support for Google Services for faculty and staff is limited to features available from the web interface only. This is due to the limited service offering for Wharton Google Workspace services for faculty and staff and the additional technology offerings these groups have available (Ex. Office 365).

Feature sets available from Google Apps or other third party apps that interact with Google services, will be provided on a best-effort basis and will not be guaranteed to function as a part of our service offering.

> Gmail is **not** included in Google@Wharton for Faculty and Staff. PennO365 remains our email solution for faculty and staff; for more information, see the "Services Not Included" section of this article.

How to Request a Google@Wharton Account

If you don't have a Google@Wharton account, or aren't sure, contact your Wharton Computing Representative and they will be able to help you.

Access your Google@Wharton Account

To access your Google@Wharton account:

1. Go to account.google.com.
2. Click the blue **Go to Google Account** button in the upper right-hand corner of the screen.
3. Enter your pennkey**@wharton.upenn.edu** email address.
4. Click **Next**.
5. Enter your **PennKey username and password**.
6. Click **log in** and provide your Two-factor authentication.
7. And you've logged into your Google@Wharton account.

Resources

Google has a lot of great service documentation. We've collected some of the most useful in this table to help you answer some common questions.

Google Drive	• **Getting Started with Google Drive**: Learn the basics of navigating Google Drive and managing your files and folders. • **Upload and Create Files**: Instructions on uploading files and creating new documents. • **Share Files**: How to share files and set permissions. • **Share folders from Google Drive**: How to share folders and set permissions. • **Organize Your Files**: Tips on organizing your files with folders. • **Make someone else the owner of a file**: Instructions on transferring ownership of a Google Drive file to another person. • **Google Drive cheat sheet**: Quick reference guide for shortcuts and tips on using Google Drive efficiently.
Google Shared Drives	• **Getting Started with Shared Drives**: Learn the basics of using Shared Drives. • **Add files and folders to a shared drive**: How to share and collaborate using shared drives. • **Best practices and tips for shared drives**: Recommendations for managing shared drives effectively. • **How file access works in shared drives**: Explanation of how permissions and access work for files in shared drives. • **Shared drives cheat sheet**: Quick reference guide for shared drive tips and best practices.

Google Workspace	Google Workspace gathers Docs, Sheets, Slides, and Forms in one location, so you can use it as a starting place. For help using it, see Google Workspace Help Center, or review help for individual apps: **Google Docs** - Google Docs Help Center: Comprehensive help resource for everything related to Google Docs. - How to use Google Docs: Instructions on creating and editing documents with Google Docs. - Google Docs cheat sheet: Quick tips and shortcuts for using Google Docs effectively. **Google Sheets** - Google Sheets Help Center: Help resource for learning about Google Sheets and its functionality. - How to use Google Sheets: Guide to working with spreadsheets in Google Sheets. - Google Sheets cheat sheet: Handy tips and shortcuts for using Google Sheets. **Google Slides** - Google Slides Help Center: Help center for learning about creating presentations using Google Slides. - How to use Google Slides: Step-by-step guide on creating and managing presentations. - Google Slides cheat sheet: Quick reference for tips and shortcuts in Google Slides. **Google Forms** - Google Forms Help Center: Help resource for learning about creating forms and surveys with Google Forms. - How to use Google Forms: Instructions for building and managing forms. - Google Forms cheat sheet: Handy guide for tips and shortcuts in Google Forms.

Google Chat	• Google Chat Help Center: Comprehensive resource for understanding and using Google Chat. • What you can do with Google Chat: Overview of features and uses of Google Chat for communication. • Google Chat cheat sheet: Quick tips and shortcuts for using Google Chat.
Google Chrome Sync	• Chrome Sync Help Center: Resource for managing your browsing data across devices using Chrome Sync. • Getting Started with Chrome Sync: Guide for setting up and using Chrome Sync to sync bookmarks, history, and more.
Google Meet	• Google Meet Help Center: Help center for learning about Google Meet's video conferencing features. • Getting Started with Google Meet: Basic guide for setting up and using Google Meet. • Google Meet cheat sheet: Quick reference for tips and shortcuts in Google Meet.

Services Not included

Any Google services not included in the above list are **not** a part of the Google@Wharton offering.

The following list highlights *some* core Google services not currently offered in Google@Wharton for Faculty and Staff, so are not accessible using your PennKey username and password, and don't include the legal protections of the University's contract with Google. This list isn't exhaustive:

Questions?

Contact: Your Wharton Computing Representative