PhD Whartonization Guide

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Follow the instructions below to set up your laptops and mobiles devices to assist you as a student in the Wharton environment. If you have any questions, or prefer in-person help, email our Support team.

Google Note: The Google@Wharton for PhD students offering allows you to use your PennKey username and password for secure access to an approved list of Google tools that are subject to the legal protections of the University's contract with Google. Gmail is **not** included in Google@Wharton for PhD students.

PhD students (along with faculty and staff) use the Microsoft-based PennO365 for their Wharton email solution.



Accounts (***Action Required***)

- You must have an active **PennKey** and **Wharton** accounts before you configure any of the services listed below.
- After creating your **PennKey**, we strongly recommend enrolling in **Self-Service Password Recovery (SSPR)**. If you do not enroll, it will be **very** difficult to reset your password if you ever forget it.
- Access to Wharton services are granted **over a period of time** after creating your **PennKey** and **Wharton** accounts. While some services will be available within a couple of business days, **others will not be available until the start of the semester.**

PennKey

How do I get a Pennkey?
Create your account

Wharton
University of Pennsylvania

Wharton accounts are created by Client Support Services Team. Your Wharton account will allow you to sign into various systems. Depending on the system, it can be your PENNKEY, PENNKEY@wharton.upenn.edu, or wharton\PENNKEY.

You will need to set a new password for your Wharton account. To do so, please use this link: https://apps.wharton.upenn.edu/iam/password/

The Essentials

AirPennNet (WiFi)



Note: You can only set up your APN connection when on campus.

MacOS

Windows

iOS

Android & Chromebook

Printing

Printing at Wharton is easy! For instructions on the various ways to print, please see the instructions below.

System Status

Subscribe to the Wharton System Status page for up-to-date notifications about student services.

Wharton-provided Software

Virtual Lab (VMware)

MacOS

Windows

iOS

Android & Chromebook

Solstice Screensharing in the GSRs

MacOS

Windows

iOS

Android & Chromebook

Zoom Meetings

MacOS

Windows

iOS

Android & Chromebook

Productivity Suites (Microsoft 365 & Google@Wharton)

Microsoft 365



MacOS

Windows

iOS

Android & Chromebook

Google Workspace



MacOS

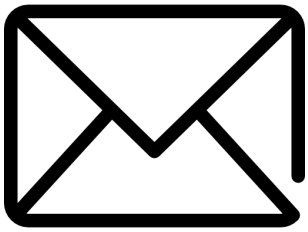
Windows

iOS

Android & Chromebook

Email & Calendaring

Wharton Office 365 Outlook



Accessing Your Inbox

Accessing Your Inbox and Calendar:

Your PennO365 account is a Microsoft account that provides access to Microsoft Office 365 services and applications, including Office 365 ProPlus.

Visit: outlook.office.com

Your PennO365 username uses the format *PennKey*@upenn.edu:

- **Correct: benfranklin1749@upenn.edu**
- Incorrect: benfranklin1749
- Incorrect: benfranklin1749@wharton.upenn.edu

Your PennO365 password is identical to your PennKey password (though it is a discrete password). When you authenticate for PennO365, don't forget to add the **@upenn.edu** to your username (see above for the correct PennO365 username format).

Detailed Instructions at the Link Below:

https://www.isc.upenn.edu/how-to/penno365-office-365-proplus

Additional Mobile Software

Access to the below services will not be available until closer to the start of your semester.

Optional

MyPenn

iOS

Android & Chromebook

Required

Canvas Student

iOS

Android & Chromebook

Optional

CampusGroups

iOS

Android & Chromebook

Cloud Storage Options

Dropbox

Unlimited storage via Dropbox for Business

Google Drive

Unlimited storage via Google@Wharton

OneDrive

1 TB data storage through your Office 365 account

Penn + Box

Unlimited storage and

single sign-on using your PennKey https://www.isc.upenn.edu/pennbox

Information Security and Policies

Wharton Information Security Office

Information Security Best Practices https://www.isc.upenn.edu/security/staff	
Phishing https://www.isc.upenn.edu/phishing-spear-phishing	
Acceptable Use Policy https://www.isc.upenn.edu/acceptable-use-policy-electronic-resources	

Recommendations for Travel: Travel Guidelines | Wharton Knowledge Base

Security Software

FortiClient VPN

- Securely connect to Wharton Computing Resources

GlobalProtect

Use while working off campus to:

- Securely connect to Penn Resources
- Global Protect offers additional security protections



Secure Share

- Secure document sharing service
- Documents will delete themselves automatically

Duo Mobile

- 2-Step Authentication tool
- Used for your PennKey credentials

DashLane

- Securely save your passwords

Google Authenticator

- 2-Step Authentication tool

Antivirus Software

CrowdStrike

University Owned Devices

- Unified Cybersecurity Platform
- Preinstalled

Sophos Home

Personal Devices

- Antivirus Software, free with a PennKey account
- Recommended for MacOS, compatible with Windows 11

Windows Defender

Personal Devices

- The default built-in Antivirus Software for Windows
- Recommended for Windows 11

Wharton Computing recommends ensuring Windows Defender is enabled.

1. Press the **Start** button and

search for **Settings**
2. Navigate to **Update & Security** > **Windows Security** > **Virus & threat protection**.



Helpful Campus Links

Workday

- The University uses Workday for human resources, payroll, and job-related learning.

Campus Security

- The Mission of the University of Pennsylvania's Division of Public Safety is to enhance the quality of life, safety, and security of our community.

Penn Guardian

- Penn Guardian is an app that allows you to contact Public Safety and share information via phone or text message.

UPennAlert

We recommend setting up UPennAlert for SMS alerts about security issues on campus. Instructions are available here:
Faculty Staff Directions

Research Tools

Research Databases, Resources, and Surveys

AI at Wharton

- ChatGPT



- Microsoft Copilot



WRDS

- Web-based Business Data Research Service
- Access to over 250TB of data (financial statements, market data, ESG, marketing, economics, news, healthcare)

wrds
The Global Standard for Business Research

Library Resources

- Access to: The Wall Street Journal, The New York Times, The Washington Post, Philadelphia newspapers, the Additional study spaces, Vitale Digital Media Lab, Bloomberg terminals in Lippincott, subscription data sources including Pitchbook, equipment lending

High Performance Computing

- The HPC Cluster is a flexible, cloud-based Linux cluster environment designed to support the school's academic research mission.
- The HPC runs a variety of research computing software tools.

HPC

Qualtrics Survey Software

- Allows you to easily create, distribute, and analyze surveys
- Create detailed reports based on collected data

qualtrics

Lippincott Library of the Wharton School

Resources for PhD's

Penn Libraries
University of Pennsylvania

Admin and IT Resources

Public Profile

Penn Directory

If you'd like to customize your name as it appears in the PennDirectory, please use your PennKey credentials to sign into this site:

Update Directory listings

Academic Department Websites

Your department coordinator can add you to the list of Faculty on the department website.

You can edit your profile with the instructions here:

Update Department Webpage Faculty Profile

Departmental Resources

Academic Departments offer a variety of resources to PhD students. Please contact your department's PhD Coordinator for more information.

Links to academic department PhD Pages can be found here:
https://doctoral-inside.wharton.upenn.edu/

Academic departments can be found here:
https://www.wharton.upenn.edu/departments

Be sure to reach out to your department as soon as your account is configured to let them know you arrived.

Wharton Doctoral Program Office

Be sure to reach out to the Wharton Doctoral Program Office staff as soon as you arrive:
https://doctoral.wharton.upenn.edu/

Welcoming New PhD Students:
https://doctoral.wharton.upenn.edu/welcome-incoming-wharton-doctoral-programs-students/

Resources for Current PhDs:
https://doctoral-inside.wharton.upenn.edu/

Student Services

Wharton provides many services to aid both your productivity and security as a student.

See a list of the services available to you.

Technical Support

Client Support Services

Wharton
University of Pennsylvania

Support available via email!

Check our KnowledgeBase for list of services, troubleshooting guides, and much more.

Contact Us

support@wharton.upenn.edu

https://computing.wharton.upenn.edu