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⚠️ **Scheduled Service Outage Notice**: From **Saturday, January 31st at 10:00 PM EST through Sunday, February 1st at Noon EST**, many Wharton and University systems will be **unavailable or degraded** due to scheduled ISC datacenter maintenance. For more information, see ISC Datacenter Maintenance. ⚠️

Faculty Whartonization Guide

Last Modified on 01/30/2026 1:56 pm EST

To ensure your laptop and mobile devices are set up according to Wharton best practices, follow the steps below. If you have questions or would prefer in-person assistance, please contact our Support team.

Faculty use the Microsoft-based PennO365 for their Wharton email solution.

Table of Contents:

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 is granted gradually after your PennKey and Wharton accounts are created. While some services can take up to 72 hours to propagate access.

How to get a PennKey Account

Faculty 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](#)
Read More ⏵

[iOS](#)
Read More ⏵

[Android & Chromebook](#)
Read More ⏵

Printing

Printing at Wharton is easy via standard Printing Access via Department Copier Access.

Read More ⏵

System Status

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

Read More ⏷

Wharton-provided Software

Solstice Screensharing in the GSRs

MacOS
Read More ⏷

Windows
Read More ⏷

iOS
Read More ⏷

Android & Chromebook
Read More ⏷

Zoom Meetings

MacOS
Read More ⏷

Windows
Read More ⏷

iOS
Read More ⏷

Android & Chromebook

Read More 🔗

Penn Office of Software Licensing

Software available through existing site or volume licensing agreements, or at discounted prices through preferred vendors, is offered via several outlets across the University.

OSL Penn Software Licensing

Productivity Suites (Microsoft 365 & Google@Wharton)

Microsoft 365

MacOS
Read More 🔗

Windows
Read More 🔗

iOS
Read More 🔗

Android & Chromebook
Read More 🔗

Google Workspace

MacOS
Read More ⧉

Windows
Read More ⧉

iOS
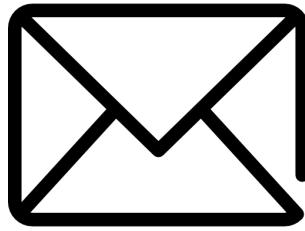Read More ⧉

Android & Chromebook
Read More ⧉

Email & Calendaring

Wharton Office 365 Outlook

Accessing Your Inbox and Calendar

Visit: outlook.office.com

*Important note. You email address will be **pennkey@wharton.upenn.edu**
but your username to sign will be **pennkey@upenn.edu***

Follow the Instructions at the Link Below

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

Teaching

IDEA Courseware Team

The Wharton Courseware team includes Instructional Design, Licensed Content, and Instructional Technology experts.

Courseware Request Form

or

Email Us!

Canvas Teacher App

iOS

Read More 🔗

Android & Chromebook
Read More 🔗

Simulations

The Learning Lab is always interested in working with faculty on new learning tools, so get in touch!

The Alfred West Jr. Learning Lab

Public Technology

Public Technology provides services in our buildings for the entire Wharton and Penn communities. On average, we perform 2300 recordings and work on 36,000 events per year. We encourage early planning and technology training to engender success. All technology in the rooms is available from the Wharton lectern to anyone who is Wharton-affiliated.

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

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

CROWDSTRIKE

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)

Library Resources

- Access to: the Wall Street Journal, 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 Faculty

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

Be sure to reach out to the Academic Department Staff as soon as you arrive.

Academic Departments offer a variety of Information Technology resources please contact support@wharton.upenn.edu for more information.

Faculty Tools

Wharton provides many tools to aid your productivity as a Professor
Wharton Faculty Tools

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