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# Faculty Whartonization Guide

Last Modified on 09/25/2025 1:17 pm EDT

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.

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## 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
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Windows
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iOS
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Android & Chromebook
Read More ⏷

## Zoom Meetings



MacOS
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Android & Chromebook

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**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
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Windows
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iOS
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Android & Chromebook
Read More ⬚

**Google Workspace**



MacOS
Read More 

Windows
Read More 

iOS
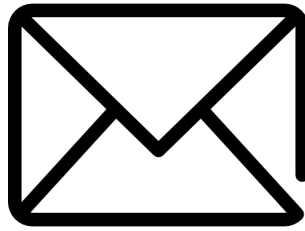Read More 

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

Android & Chromebook

# 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



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