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# Faculty Whartonization Guide

Last Modified on 06/04/2025 4:14 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.

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## 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. Please note that your PennKey username will also serve as your Wharton account username.

## The Essentials

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### AirPennNet (WiFi)



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

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[Windows](#)

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## 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.

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## Wharton-provided Software

**Solstice Screensharing in the GSRs**



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## Zoom Meetings



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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



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## Google Workspace



# G Suite

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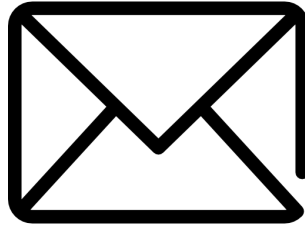
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## Email & Calendaring

### Wharton Office 365 Outlook



Accessing Your Inbox

Accessing Your Inbox and Calendar

Follow the Instructions at the Link Below

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

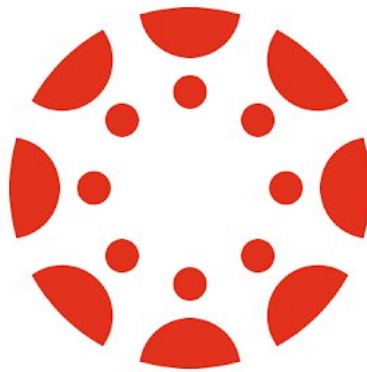
IDEA Courseware Team

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

Courseware Team

Email Us!

Canvas Teacher App



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## 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

<b>Information Security Best Practices</b> <a href="https://www.isc.upenn.edu/security/staff">https://www.isc.upenn.edu/security/staff</a>	
<b>Phishing</b> <a href="https://www.isc.upenn.edu/phishing-spear-phishing">https://www.isc.upenn.edu/phishing-spear-phishing</a>	
<b>Acceptable Use Policy</b> <a href="https://www.isc.upenn.edu/acceptable-use-policy-electronic-resources">https://www.isc.upenn.edu/acceptable-use-policy-electronic-resources</a>	

## Security Software

### Duo Mobile

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



### DashLane

- Securely save your passwords



### Google Authenticator

- 2-Step Authentication tool



### Secure Share

- Secure document sharing service
- Documents will delete themselves automatically



## 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.



## Research Tools

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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



## Lippincott Library of the Wharton School

Resources for Faculty



## Admin and IT Resources

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## 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](mailto:support@wharton.upenn.edu) for more information.

#### Department Website:

Your department coordinator can add you to the list of Faculty on the website. You can edit your profile with the instructions here: <https://support.wharton.upenn.edu/help/department-website-faculty-profile>

## Faculty Tools

Wharton provides many tools to aid your productivity as a Professor  
[Wharton Faculty Tools](#)

## Technical Support

#### Client Support Services



Check our [KnowledgeBase](#) for list of services, troubleshooting guides, and much more.

#### Contact Us:

[support@wharton.upenn.edu](mailto:support@wharton.upenn.edu)  
<https://computing.wharton.upenn.edu>