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# MyWharton - Tasks

Last Modified on 01/12/2026 2:21 pm EST

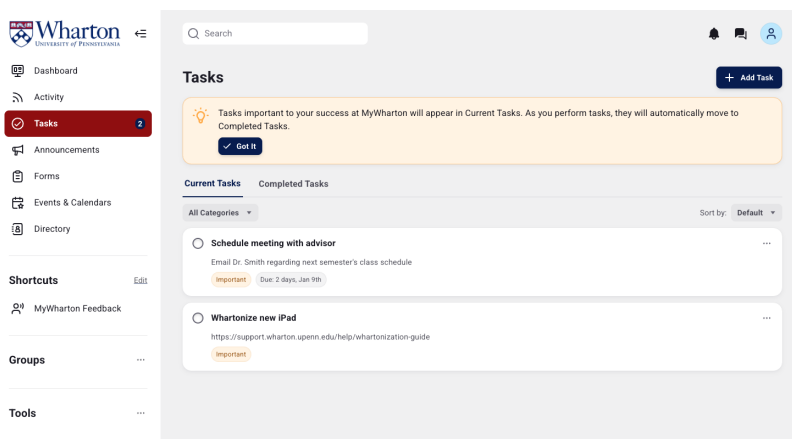
MyWharton (<https://mywharton.wharton.upenn.edu/>) provides a central location for all the information students need and makes it available on any device. The **Tasks** module allows you to keep track of personal goals and support.

## Before You Start

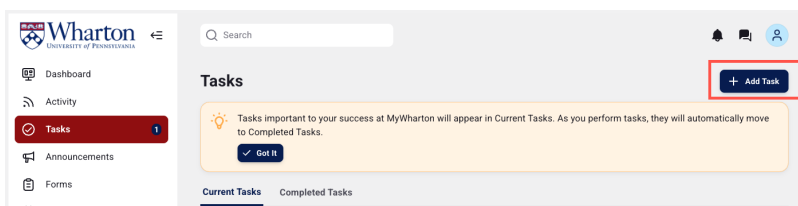
MyWharton is available for Executive MBA, MBA, Undergraduate, and PhD students. Select staff will have access, as well. MyWharton access is granted in late summer before student arrival on campus, is accessed via PennKey login, and is available for up to 90 days following graduation.

## Tasks

The MyWharton Tasks module allows you to input personal to-dos. You can add deadlines and set notifications specific to your task.



Select "Add Task" to create a new to-do.



When creating a Task, you can add a due date and set a reminder notification

The screenshot shows the 'Create Task' form in the MyWharton interface. On the left is a sidebar with navigation links: Dashboard, Activity, Tasks (highlighted with a red bar and a '1' badge), Announcements, Forms, Events & Calendars, Directory, Shortcuts, Groups, Tools, and Pages. The main content area is titled 'Create Task' and contains three sections: 'Basic Info' with fields for 'Title' (containing 'Schedule Advisor Meeting') and 'Description'; 'Task Details' with 'Importance' set to 'Important' and 'Due date' set to '9 January 2026'; and 'Reminder Notifications' with a notification set for '1 day prior to due date' and a checkbox for 'Require user acknowledgement'. At the bottom right are 'Cancel' and 'Add' buttons.

Completed Tasks are automatically moved a separate section

The screenshot shows the 'Tasks' section of the MyWharton interface. The sidebar is identical to the previous screenshot. The main content area is titled 'Tasks' and features an 'Add Task' button. Below this is an informational message: 'Tasks important to your success at MyWharton will appear in Current Tasks. As you perform tasks, they will automatically move to Completed Tasks.' with a 'Got It' button. There are two tabs: 'Current Tasks' and 'Completed Tasks' (which is highlighted with a red box). Under the 'Completed Tasks' tab, a task is listed: 'Schedule meeting with advisor' with a green checkmark icon and a subtext 'Email Dr. Smith regarding next semester's class schedule'. A 'All Categories' dropdown menu is visible on the right side of the task list.

## Questions?

Contact **Wharton Client Support Services** for assistance or visit us in person in SHDH.