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MyWharton - Tasks

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

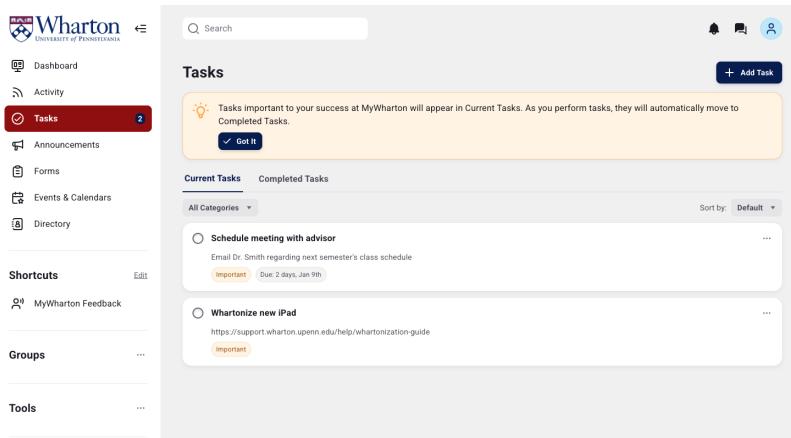
MyWharton (<https://mywharton.wharton.upenn.edu/>) provides a central location for all the information students need and makes it available on any device. The **Tasks** module allows you to keep track of personal goals and support.

Before You Start

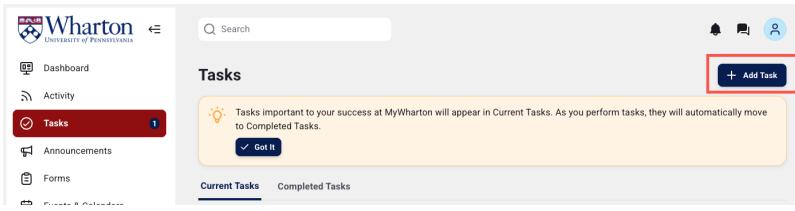
MyWharton is available for Executive MBA, MBA, Undergraduate, and PhD students. Select staff will have access, as well. MyWharton access is granted in late summer before student arrival on campus, is accessed via PennKey login, and is available for up to 90 days following graduation.

Tasks

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

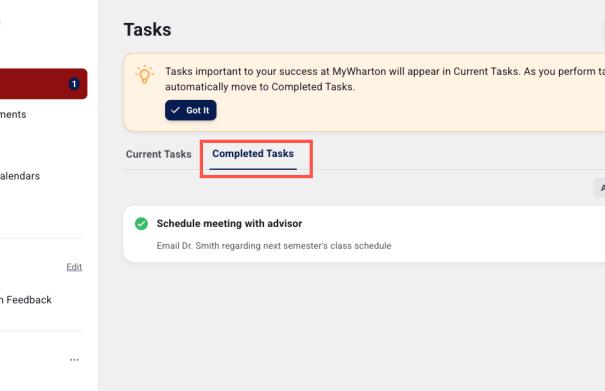


Select "Add Task" to create a new to-do.



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

Completed Tasks are automatically moved a separate section



The screenshot shows the Wharton University of Pennsylvania dashboard. The left sidebar includes links for Dashboard, Activity, Tasks (selected), Announcements, Forms, Events & Calendars, and Directory. The main content area is titled "Tasks" and features a "Current Tasks" section with a note about moving tasks to "Completed Tasks" and a "Got It" button. Below this is a "Completed Tasks" section with a red box around its tab. A task titled "Schedule meeting with advisor" is listed, along with an "Email Dr. Smith regarding next semester's class schedule" button and an "All Categories" dropdown. The bottom sections show "Shortcuts" (MyWharton Feedback), "Groups", and "Tools".

Tasks

Tasks important to your success at MyWharton will appear in Current Tasks. As you perform tasks, they will automatically move to Completed Tasks.

Got It

Current Tasks Completed Tasks All Categories

Schedule meeting with advisor
Email Dr. Smith regarding next semester's class schedule

Shortcuts Edit

MyWharton Feedback

Groups ...

Tools ...

Questions?

Contact [Wharton Client Support Services](#) for assistance or visit us in person in SHDH.