

# MyWharton - Announcements

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MyWharton (<https://mywharton.wharton.upenn.edu/>) provides a central location for all the information students need and makes it available on any device. The **Announcements** module allows you to send important messages and content to individuals or groups on MyWharton.

## 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.

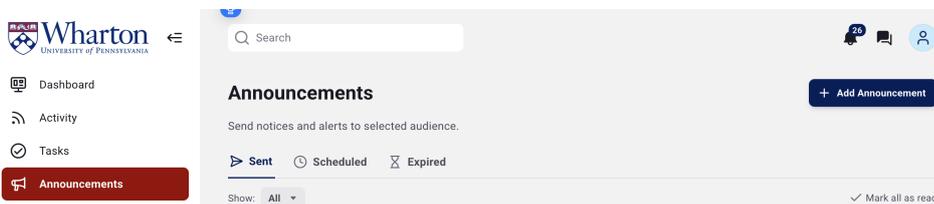
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## Announcements

The MyWharton Announcements module allows users with the correct privileges to message large groups of users at once. Most commonly, Academic Program Offices and Wharton Computing will be using this functionality. Some students who are leaders of a division-sponsored organization may have access to post Announcements. Some basic info about Announcements follows, but we recommend reviewing [Pathify's knowledge base](#) for more detailed information.

Notification settings for Announcements are controlled by the person creating them. When an announcement is posted, students may get notified via Push Notification, E-mail, or not at all, depending on the settings chosen.



## Administrative Features

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Administrators in MyWharton have the ability to create announcements. Select **Add Announcement** to create a new Announcement.

When creating an Announcement, you can add a number of additional features to your announcement:

- set an expiration date
- attach files and images

- set a scheduled post date
- specify an audience
- choose delivery channels

We recommend staying consistent with Delivery channels so that students know what to expect.

The screenshot shows a web interface for adding an announcement. At the top, it says "Add announcement" with two tabs: "Add Single Announcement" (selected) and "Bulk Upload". Below the tabs is a "Notice" header with a dropdown arrow. The form contains several fields: "Title \*" with a placeholder "Add title" and a character count "80 characters left"; "Message \*" with a placeholder "Add message"; "Send to \*" with radio buttons for "Roles" (selected), "Individual users", and "Upload CSV"; a search bar "Select audience ..."; "Delivery channels \*" with a dropdown showing "3 Delivery Channels"; and a checkbox "Require user acknowledgment". At the bottom right are "Cancel" and "Send" buttons. A dark grey bar at the very bottom of the screenshot contains the text "Sample Announcement Setup Screen".

If you don't have the ability to create Announcements and believe you should, [reach out to Wharton Computing](#) to let us know.

## Questions?

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

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