

OpenAI: ChatGPT and Codex

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ChatGPT Edu adds enterprise-level security, enhanced privacy, and data agreements to ChatGPT, OpenAI's generative AI assistant, ensuring that it can be leveraged responsibly with University data. **No data entered in the Wharton ChatGPT Edu workspace is used for training OpenAI's models.**



ChatGPT Edu is offered alongside Wharton's **Anthropic Claude Enterprise** workspace — neither replaces the other. Consult the **AI Tools and Resources** guide for access requirements and the current list of Penn/Wharton-supported AI services and their restrictions.

ChatGPT Edu also features:

- Access to the latest OpenAI models, including GPT-5.6
- **ChatGPT Work**, OpenAI's agent mode for completing multi-step tasks and producing finished deliverables
- **Codex**, OpenAI's agentic coding tool
- Sharable custom GPTs within the workspace
- Image creation

What's new:

Codex and ChatGPT Work are now available to **all** members of the Wharton ChatGPT Edu workspace — individual eligibility requests are no longer required. Both are included in OpenAI's new unified ChatGPT desktop app. See the **New ChatGPT Desktop App** section for details.

No moderate, moderate PII/FERPA, or High risk data should be uploaded to any ChatGPT workspace outside a Penn/Wharton-approved enterprise offering. If you have any questions about this, please contact our Information Security Office. Refer to the **Security and Data** section for more information.

ChatGPT Edu Benefits

Wharton ChatGPT Edu includes everything available in a free, personal account and adds several enhancements.

Enhanced Privacy

Data entered into the Wharton ChatGPT Edu workspace is never used by OpenAI to train its AI models. This means some University confidential data can be used with ChatGPT Edu. Please see the **Security and Data** section below for more information.

Models

ChatGPT Edu accounts have access to the latest OpenAI models, including GPT-5.6. You can switch to older models with a single click if those models are better suited to the task at hand.

Custom GPTs

GPTs are a custom-tailored version of ChatGPT that you can create with no code to accomplish various tasks. These GPTs can be shared with other users within the Wharton ChatGPT Edu workspace — see [How to share GPTs within workspaces | OpenAI Help Center](#).

Custom GPTs created within the Wharton ChatGPT Edu workspace cannot be exported for access by ChatGPT users external to our workspace.

APIs

Wharton ChatGPT Edu includes [API access](#) for faculty and staff (students must work with a sponsoring faculty or staff member willing to both fund and accept risks for projects requiring API access). If you have a project that requires API access, please contact your [Wharton Computing Representative](#). Refer to the [ChatGPT Edu API Usage section](#) below for API security information.

The ChatGPT Desktop App

In July 2026, OpenAI consolidated its desktop offerings into a single unified ChatGPT desktop app for Mac and Windows. The former standalone Codex app and the traditional chat experience are now **one application** with three modes, accessible via a global switcher:

- **Chat** — quick questions and conversational help; the classic ChatGPT experience.
- **Work** — OpenAI's agent mode that completes multi-step tasks end to end, producing finished deliverables such as spreadsheets, slide decks, documents, and web apps. Work conversations sync across web, mobile, and desktop.
- **Codex** — a dedicated software development experience with inline diff editing, PR review, and multi-repo project support.

A few things to know:

- Existing Codex app installations are automatically updated to become the new ChatGPT desktop app.
- The previous ChatGPT desktop app has been renamed **ChatGPT Classic**.
- Developers who prefer the Codex experience can set Codex as the default view and choose the Codex icon for the app.

Known Issues

App Login Issues: Some Wharton users may encounter issues logging into the new ChatGPT desktop app. If you have trouble logging in, use the **ChatGPT Classic** app and contact support@wharton.upenn.edu.

Some PlugIns/Connectors Disabled: Some connectors, including Microsoft 365, are currently disabled by Penn's central IT group, ISC, which manages these services. Wharton and ISC are working to establish secure, approved paths for these interconnections. Additional connectors may become available as that review and approval work is completed.

Downloading and Logging In

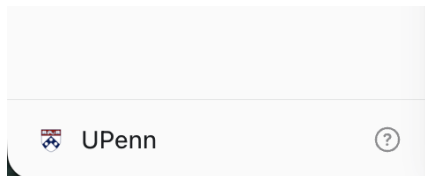
To download and install the ChatGPT desktop app, visit [OpenAI's ChatGPT download page](#) and follow their installation instructions for your platform.

To log into ChatGPT Edu with YourPennKey@upenn.edu on the web or in the desktop app:

- Go to chatgpt.com, or open the ChatGPT desktop app.
- Click **Log in** and enter your email address as `pennkey@upenn.edu` , then click **Continue**.
- You will be taken to the PennKey login screen. Enter your PennKey username and password, and confirm with Two-Step.

You're now logged into Wharton's ChatGPT Edu workspace. Chat, Work, and Codex are all available in the desktop app.

Verifying You Are Logged Into Wharton's ChatGPT Edu Workspace



Make sure you see the Penn shield displayed next to your name with "UPenn" underneath it at the bottom of the left sidebar to verify you are logged in with the correct account. You may have more than one ChatGPT account, so it is important to know which account you're currently logged into, especially if you're using University data.

Usage Limits

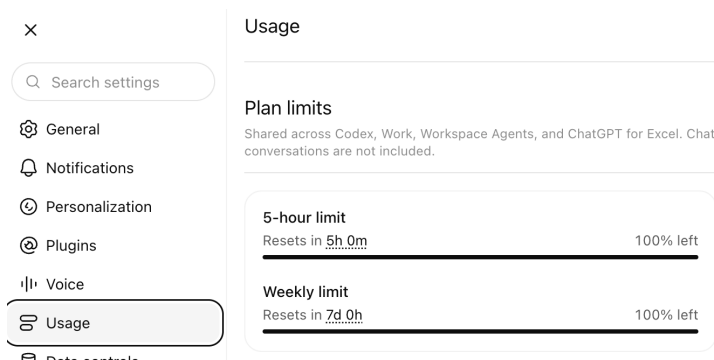
There are different kinds of ChatGPT usage limits, with different durations.

- **Work and Codex** are separate tools, but they **share one usage limit for each user**. This limit includes a rolling five-hour window and a separate weekly window. The five-hour window depends on each user's recent activity. It does not reset at the same time for everyone. Users can see their reset times in the [usage dashboard](#). If a user reaches either limit, Work and Codex stop until that limit resets.
- **Some Chat features have their own limits**. These features include deep research, image generation, and some reasoning models. OpenAI does not give us clear details about all limits or reset times. Users can reach a limit, but Wharton Computing does not have a way of predicting or resetting these limits.

Note: Wharton's workspace operates under a custom enterprise agreement with OpenAI. Usage limits published by OpenAI for individual ChatGPT plans do not necessarily reflect the limits in our workspace. Once a user reaches their limits, Wharton Computing cannot reset or increase these limits.

Checking Your Usage

Checking your usage allows you to see your remaining usage for both your five-hour limit and your weekly limit, as well as how soon your limits will reset.



You can view your current usage in two places:

- In the ChatGPT desktop app, under your account **Settings**.
- Online - at <https://chatgpt.com/#settings/Usage>, or by logging in, clicking on the lower right Penn shield and selecting Settings > Usage.

Unfortunately, there is no option for users to upgrade ChatGPT accounts for features beyond what Penn's ChatGPT Edu licensing provides.

ChatGPT Account Access

Wharton's ChatGPT Edu workspace is available to some members of the Wharton community. The following table lists who has access and how long that access lasts:

Wharton Community Member Type	Length of Access
Standing Faculty & Full-time Staff	Contingent on an active affiliation with Wharton.
MBA, WEMBA, and PhD Students	From matriculation until graduation.
University students and TAs, while enrolled in Wharton graduate courses	For the duration of the enrolled course.

Once eligible community members have an active PennKey account and the appropriate Penn affiliations, they will get an email invite directly from ChatGPT. Accounts inactive for six months may be removed. When you leave the University, access ends after a 14-day grace period; OpenAI retains the account for 30 days, so accounts restored within that window keep chats and history.

Security and Data

The University's contract with OpenAI ensures that no data uploaded to Wharton's ChatGPT Edu workspace is used to train any of their AI models.

REMINDER: Submission of University Confidential/Regulated/Contracted Data requires the use of a Penn/Wharton-approved enterprise generative AI tool, like ChatGPT Edu. Use of University Confidential Data in any other generative AI tool, whether a free or for-fee service, is prohibited.

Additionally, the contract includes data protections that enable ChatGPT Edu to be used with some kinds of data the University defines as confidential. **Enterprise access does not automatically make every type of data acceptable** — each service has its own approved data types, features, and restrictions. The following table lists **Wharton data classifications** and data types and if they can be used within ChatGPT Edu:

Data Type	Allowed in ChatGPT Edu
Low	Yes.
Moderate - Not Involving PII or FERPA data	Yes - We recommend connecting with the Wharton Information Security Office on these usages of ChatGPT Edu.
Moderate - Involving PII or FERPA data	Yes, though you must engage with Wharton Information Security Office (ISO) for a risk review of the overall initiative's data architecture and flow outside of the AI solution.
High*	No. Data with this classification should not be uploaded to ChatGPT Edu. Contact the Wharton Information Security Office if you require using data that falls into this category.
HIPAA/Protected Health Information	No. HIPAA data should not be uploaded to ChatGPT Edu. Contact the Wharton Information Security Office if you require using HIPAA data.

Codex Security Considerations

Description: Codex is a code-focused agent accessed through the ChatGPT desktop app, CLI, or IDE extension. Features include code editing, inline diff editing, debugging, PR review, Git workflows, multi-repo projects, and terminal-based task execution in a user's local development environment.

Approved Data Tier: Up to Moderate (Non-PII / Non-FERPA)

Data Usage Notes: Code only. No secrets, passwords, API keys, PII, FERPA data, High data, sensitive institutional data, or non-code Moderate (Non-PII / Non-FERPA) data.

Codex is powerful: it can read files, edit work, inspect repositories, and run commands within the access you provide. Because these tools create risks beyond ordinary chat, review **AI Coding Assistants at Wharton: Safe Use Guidance** before using Codex. Moderate (PII and/or FERPA) data or anything above Moderate (Non-PII / Non-

FERPA) requires ISO engagement and **risk review**. Interconnections with other systems, DUAs/contracts, compliance obligations, or data pulled from Moderate (Non-PII / Non-FERPA) systems also require ISO engagement, including review of how data is protected in transit.

Users must monitor agent actions and report information security or privacy concerns, unauthorized access, or suspicious behavior to security@wharton.upenn.edu.

ChatGPT Work Security Considerations

Description: ChatGPT Work is OpenAI's agent mode that completes multi-step tasks independently, gathering data from multiple sources and producing artifacts such as spreadsheets, slide decks, documents, and web apps. Work can connect to external tools and data sources via connectors.

Approved Data Tier: Up to Moderate (Non-PII / Non-FERPA)

Because Work acts autonomously across multiple steps and sources, users must review outputs and monitor agent actions. Connecting Work to any University-managed system or data source above the approved tier requires ISO engagement and **risk review**. Only Wharton-approved connectors may be used – see the **Features section**.

Some Plugins/Connectors Disabled: Some connectors, including Microsoft 365, are currently disabled by Penn's central IT group, ISC, which manages these services. See Known Issues above.

ChatGPT Edu API Usage

An interconnection is a direct integration or connection between an AI service and a system managed by the University. Connecting a generative AI service to a University-managed system or application, including through an API, requires an approved Penn or Wharton enterprise tool and review by the Wharton Information Security Office and Wharton Computing.

Managed system examples include (but are not limited to): Wharton Computing-managed computers, printers, and other endpoints; servers; on-premises and cloud applications; repositories and data sources; APIs; and IoT devices.

Sharing Chats or Custom GPTs

Sharing Custom GPTs and ChatGPT chats with specific users is disabled based on University Security Policy. To share with other users in the UPenn ChatGPT workspace, a Custom GPT must be shared to the full workspace via "Anyone at UPenn with the link."

See: **Generative AI -- Best Practices and Resources** for additional resources about using Generative AI tools at Penn.

Note: Interactions with ChatGPT are subject to the University's **Acceptable Use Policy** and **Privacy in the Electronic Environment Policy**. These policies cover the privacy and use aspects of all technologies at Wharton.

Resources

Video Tutorials: OpenAI has produced several short video tutorials:

- [Introduction to OpenAI, ChatGPT Edu, & Prompt Engineering](#) (15min)
- [Prompt Engineering](#) (7 min)
- [Introduction to GPTs \(Concept, Best Practices, Building\)](#) (5 min)
- [Advanced GPTs: Using Custom Actions](#) (5 min)
- [Quick High-Value Tips](#) (2 min)

Documentation: OpenAI has a lot of great documentation about ChatGPT Edu, but there are two resources that are particularly useful:

- [Prompt Engineering Best Practices](#): This is a must-read, as it offers many tips for crafting the perfect prompt.
- [GPTs for Business Cookbook](#): Creating your own GPT is a sort of superpower of ChatGPT Edu, and this cookbook walks you through the process and lays out some best practices.

Live Webinars: OpenAI provides recordings to webinars designed to introduce people to what ChatGPT Edu can do.

- ChatGPT Edu 101: [A Guide to Your AI Work Assistant](#). -This webinar includes an overview of the product, prompt engineering tips & tricks, advanced data analysis, and an intro to custom GPTs.
- ChatGPT 102: [Applying AI to Do Your Best Work](#) - This webinar covers using data analysis to improve critical thinking and building GPTs.

Student Opportunities: The Wharton AI & Analytics Initiative has [several resources for students](#), including:

- [Modules and Courses](#)
- [Engagement Opportunities](#)
- [Jobs and Internships](#)

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Questions?

Please contact your [Wharton Computing representative](#) with any questions regarding ChatGPT Edu at Wharton.

Please contact Wharton's [Information Security Office](#) with any questions you may have about data policies.
