Check List
What should you do before and when you arrive?

☐ Set up your PennKey: You should have already received, a “PennKey Set-up Code” via email or postal mail. This code allows you to set-up your PennKey which is a user ID and password that allows you access to many of the University of Pennsylvania’s electronic online services, including “Penn In Touch”, the University’s online records system. If you have not received your PennKey Set-up Code, or are having difficulty setting up your PennKey, please go to the PennKey Website (http://www.upenn.edu/computing/pennkey).

☐ Sign up for student health insurance or complete the waiver: All full-time and dissertation status students are required to have acceptable health insurance coverage for both in-patient and outpatient medical care in the Philadelphia area and to provide information about their insurance coverage each year. As a condition of enrollment in the University, students subject to this requirement are required to actively enroll in Penn Student Insurance Plan (PSIP) or request an insurance waiver online. Incoming students may sign up for summer coverage at: http://www vpul.upenn.edu/ shs/insummer. The deadline to enroll in summer coverage is May 31. You will be asked later in the summer to enroll for coverage for the academic year 2016-17.

☐ Visit Campus Express: Campus Express allows students to access a variety of services including housing, transportation and parking, dining, Penn ID (see PennCard below), and much more. https://prod.campusexpress.upenn.edu/.

☐ Access your e-mail account: Go to http://www.upenn.edu/computing/webmail/ and choose “mail.med” from the servers listed. Your e-mail account is based on your PennKey name. This is the main channel of communication between you, your grad group and the school administration.

☐ Complete the Student Registration & Financial Services “MUST DO” list: http://www.sfs.upenn.edu/mustdo/ Please visit this link to set-up Emergency Contact Information, Privacy Setting Options, and other requirements.

☐ Do HIPAA Training: In your Summer Orientation packets you will find an information sheet about Online HIPAA Training via KnowledgeLink (http://knowledgelink.upenn.edu). Please complete your training online by July 1, 2016.

☐ Get your PennCard: You can get your card at the PennCard Center (The PennCard Center, Second Floor of Penn Bookstore, 3601 Walnut Street, Philadelphia, PA 19104-3895).

☐ Get your PSOM access key: At Summer Orientation you will be issued an electronic access key (Black Key) to enter perimeter doors of Perelman School of Medicine buildings and, depending on your graduate group, some interior spaces within certain departments. Your rotation advisor may arrange for you to add lab access to your key. If there are problems with your key, please take it to the Security Office (Security Office, 109 Stellar-Chance between 11:00 am and 1:00 pm weekdays). If your key is lost or stolen, immediately notify the Security Office at 215-898-0196 or 8-0187. The replacement charge is $15.00.

☐ Do laboratory safety training: As a new BGS student, you are REQUIRED to attend the Laboratory Safety Training Friday, June 10, 9:00am-12pm, in the BRB Auditorium, presented by the Office of Environmental Health and Radiation Safety (EHRS) (http://www.ehrs.upenn.edu/). You will be required to sign in and present your Penn ID or driver’s license. Attendance Exceptions: Former staff members who have already attended the “Introduction to Laboratory and Biological Safety at Penn” training program. Please Note: If your Lab Safety training is older than 1 year, you should go online to the EHRS web site and do updated training at: (http://www.ehrs.upenn.edu/training/onlinetrain.html) All lab workers using radioactive materials must also do their required training online at the above website.

☐ Get your stipend: Although you have already submitted your payroll documentation to the BGS Finance Office, during Summer Orientation you will be required to present the original forms of ID you sent as copies with your payroll forms. Please be prepared to present your original forms of ID during the Payroll Information Session. You will be paid on the last working day of every month. (Relocation awards arrive in the first month’s pay.) The University expects all students to sign up for direct deposit of their stipend checks. To sign up or make changes, please visit U@Penn at (https://medley.isc-seo.upenn.edu/penn_portal/u@penn.php). Click on the UPDATE DIRECT DEPOSIT link under Payroll and Tax, then authenticate yourself with your PennKey and password. Payroll records can be retrieved at: www.upenn.edu/u@penn under “My Pay.”

☐ Stop by the Graduate Student Center: (www.gsc.upenn.edu) or 3615 Locust Walk to visit the New Student Information Kiosk, where you can pick up copies of the Resource Guide, New Student Orientation calendar, and more information to assist in your transition to Penn. Free coffee (bring your own mug) and comfortable seating at all times!