



Biomedical Graduate Studies

August 2019

Dear New BGS Student,

We look forward to seeing you at our Orientation and Convocation activities later this month! The letter is to let you know the details of these activities, including some things you will need to do in advance.

BGS-organized activities will take place on Weds, 8/21, Thurs, 8/22, and Monday, 8/26. A detailed schedule is attached. All of these activities will take place in the lobby and/or the auditorium of the Biomedical Research Building. **These activities are REQUIRED of incoming BGS students.**

Graduate group-organized activities will take place throughout the weeks of 8/19 and 8/26. A detailed compilation is attached, but it is subject to changes and additions. Please check in with your graduate group coordinator for more information.

All students must have access to their Pennkey and password prior to orientation. **Before 8/19, please do the following:**

- 1) review the attached **Check-list for Incoming Students**, which includes some items in addition to those below
- 2) verify that your **pennkey/password** is set up and active:
<https://challengeresponse.apps.upenn.edu/challengeResponse/jsp/fast.do?fastStart=pennkeyTester>
- 3) complete the steps to create your **Penn email address**
- 4) complete **Penn Profiler**, via [Knowledgelink](#). [this should take 5 minutes]
- 5) complete your online **HIPAA training**, which has been assigned to you in [Knowledgelink](#). [this should take 20-30 minutes] – note, the assignment of this training to you may be delayed; if that is the case, you may do it in September
- 6) complete the **online component of EHRS (Environmental Health and Radiation Safety) training** (for those of you who have not already completed EHRS training and who are not in GGEB). The online training must be completed prior to the in-person EHRS training that will take place on 8/21. [this should take one hour]
- 7) read the **Expectations of BGS Students** and the **Participation Agreement of Penn's Patent Policy**, both attached, and be prepared to submit signed copies of each (hard copies will be provided in your orientation packet on 8/21)
- 8) watch the [Thrive at Penn](#) videos, which have been developed specifically for graduate students by the Provost's office.
- 9) plan to **bring a laptop to the 8/22 Lab Notebook training** and ensure that your browser (Safari, Chrome, Firefox) is up-to-date
- 10) if you are an international student, plan to visit the [Onboarding Center](#) at 3425 Walnut Street in person at your earliest convenience with your I9 verification documents as well as [ISSS](#) to do your mandatory immigration check-in and orientation.

If you have questions, please contact Anne-Cara Apple at annecara@penmedicine.upenn.edu or call the main BGS number: 215-898-1030.

Thanks for attending to these items, and we'll see you soon!

-The BGS Office