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. 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). **Your PennKey is required to receive your PennCard and submit your Payroll documents (see below).**

☐ **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 the Penn Student Insurance Plan (PSIP) or request an insurance waiver online. Incoming students may sign up for summer coverage at: https://www.vpul.upenn.edu/shs/inssummer.php. The deadline to enroll in summer coverage is **May 31.** (Please note that you will need to sign up again online for academic year 2021-2022 health insurance after July 1.)

☐ **Comply with Immunization Rules:** The University of Pennsylvania requires all incoming students to be immunized against certain diseases and to submit this information by **July 1, 2021**. Students must submit immunization information via a secure website and then fax supporting documentation. Complete instructions are here: http://www.vpul.upenn.edu/shs/immreq.php

☐ **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/

☐ **Get your PennCard**: Sign up for your PennCard via Campus Express and follow their instructions on how and where to pick it up. **Your PennCard is required to access all School of Medicine buildings.**

☐ **Access your e-mail account:** Go to https://mail.pennmedicine.upenn.edu and set up your e-mail using the instructions that will be sent to you in the next couple of weeks. Your Penn e-mail is the main channel of communication between you, your grad group and the school administration.

☐ **Complete Penn Profiler:** http://knowledgelink.upenn.edu/pennprofiler/

☐ **Do Laboratory Safety Training:** As a new BGS student, you are *REQUIRED* to complete the two-part Laboratory Safety Training. **You will be assigned part one of this online training via http://knowledgelink.upenn.edu once you complete Penn Profiler. The second part of the training will be assigned after you complete part one. Exceptions**: GGEB students, former staff members, or PREP trainees who have already attended the "Introduction to Laboratory and Biological Safety" training at Penn. Training completed as part of SUIP does not count towards this requirement. **Please Note**: If your Lab Safety training is older than 1 year, you should go to KnowledgeLink and take the "Laboratory Safety Update-EHRS" training. All lab workers using radioactive materials must also do their required training online at the above website.

☐ **Do Online HIPAA Training**: All BGS students must do Online HIPAA Training via http://knowledgelink.upenn.edu (using PennKey and password), which takes 20-30 minutes.

☐ **Get ready for your Stipend**: The deadline for submission of your payroll documentation to the BGS Finance Office is May 7, 2021. You will be paid on the last *working* day of every month. Your relocation award will be included in your first paycheck in June.

☐ **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.

☐ **Visit the Graduate Student Center** website (http://www.gsc.upenn.edu/) and check out their extensive list of remote resources and activities. Make sure to sign up for their weekly newsletter to learn about upcoming programs and events!

☐ **Plan to Attend Virtual Orientation:** Orientation for June matrics will be June 2nd at 11am.

☐ **Plan to Attend Weekly Lunches and Research Presentations:** Meet weekly to have lunch and practice your presentation skills beginning June 9th at noon.

☐ **Enroll in PennOpen Pass:** A Green Pass is required to enter all University buildings. Instructions and more information are here: https://pennopen.med.upenn.edu/

☐ **Schedule Weekly Covid Testing:** Graduate students who are on campus at least once per week must be tested weekly. More information is here: https://coronavirus.upenn.edu/