



STAFF/FACULTY Procedures for Access to UPenn Networks

Set up PennKey and password

1. Obtain a temporary PIN: <http://www.upenn.edu/computing/pennkey/help/pinadmin.html>

The quickest way is to go to the following Walk-in location:

ISC Customer Service
3401 Walnut Street,
Suite 265B (use "B&C Wing Entrance")
Mon-Fri, 8am– 4:30 pm

(To confirm your identity, bring two forms of photo ID. If you are eligible for a PennCard, please use it as one of your forms of ID. Other acceptable forms of photo ID are a UPHS ID and government-issued documents such as passport, state driver's license, state-issued ID card, and national identity card.)

2. **Register PennKey and Password**

Once you have your PIN, visit the following site to register your PennKey and set up a password:

https://rosetta.upenn.edu/cgi-bin/register_pennkey/register

Set up Email account:

1. To create your facstaff.sas account, you must first obtain a PennKey and password. (see above)
2. After you have a PennKey and password which has been active **for at least 24-48 hours**, go to <https://www.sas.upenn.edu/facstaff/services/> and click on the **Account Registration** button to create your facstaff.sas account.
3. When you have finished all the steps, the system will indicate that it will create the account overnight. You will be able to use the account the next day. See <http://www.sas.upenn.edu/computing/help/facstaff/> for information on how to use the account. For information on configuring email clients, see <http://help.chem.upenn.edu/helpdesk/facstaff/facstaff-config.htm>
4. If you get any errors while trying to create your account, please fill out the form on the following web page, and we will get back to you as soon as we can:
<http://www.sas.upenn.edu/computing/forms/regerrorform.html>

Request a MeetingMaker Calendar Account (optional)

1. Go to the following site to register for a MeetingMaker Calendar account:
http://www.sas.upenn.edu/computing/help/faculty_staff/forms/mm_request
2. You will receive an email when the account is created which will contain instructions on how to log in.

Request a Windows Active Directory Account (optional)

1. This is usually only needed for Business Office employees.
2. Go to the following site to register for a Windows Active Directory Account:
http://www.sas.upenn.edu/computing/help/faculty_staff/forms/ad_request
3. You will receive an email when the account is created which will contain instructions on how to log in.