STUDENT 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:

   Registrar's Office
   221 Franklin Building
   3451 Walnut Street
   Mon, 10am– 5pm
   Tue-Fri, 9am– 5pm

   (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 mail.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 http://www.sas.upenn.edu/newaccount to create your mail.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/Email/use_acct.html for information on how to use the account.

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/regerror.html.