New Hire Checklist: Actions to Complete at Your Desk

You can complete the following using your computer:

1. Update your listing on the Penn Directory.
   - http://www.upenn.edu/directories/

2. Sign up for Security Alerts to your phone
   - http://www.publicsafety.upenn.edu/assets/UPennAlertDocs/FacultyStaffDirections.pdf

3. Explore special discounts for being a Penn Employee:
   - http://www.med.upenn.edu/oe/hidden.shtml
   - https://www.hr.upenn.edu/PennHR/penn-community/deals-discounts

4. View U@Penn for Personal Data, My Pay, Benefits, Career Resources, Policies & Procedures, Student Advising & Admin Resources, Penn Resources, Travel & Expense Management
   - Visit: https://medley.isc-seo.upenn.edu/penn_portal/u@penn.php

5. Visit SOM Central for everything SOM! Maps, Transportation, Parking, Safety, Training, Key Departments
   - http://www.med.upenn.edu/oe/som-central.shtml

6. Complete Required Training on KnowledgeLink via Penn Profiler:
   - http://knowledgelink.upenn.edu/