



WE ARE

Dear *First Name Last Name*,

Congratulations on being awarded funding to support your graduate education at Penn State! To ensure everything is in place for your start, we ask that you complete your required onboarding actions now to avoid any delays.



Account Information

Keep your **Penn State Access ID abc123** and **University ID Number 912345678** close by - you may be asked to provide them along the way.



Onboarding Roadmap

Use this [printable Roadmap](#) to guide and track your progress.



Dashboard

Please use the link below to log into the Workday Dashboard to complete your electronic onboarding tasks. [Get started today!](#)

If you have any questions, the Penn State Human Resources (HR) team is available to assist you – contact HR Services at 814-865-1473 (Monday to Friday; 8:30 a.m.- 4:30 p.m.). Additionally, you can find more resources and support on the [Graduate School's website](#).

Penn State wants to ensure that everyone is able to participate in its programs and activities. If you anticipate needing any type of accommodation during the onboarding process or have questions about the physical access provided, please contact the Student Disability Resources Office at upsdr@psu.edu, or 814-863-1807. To allow sufficient time to effectively meet your access needs, please provide two weeks' notice when possible or contact us as soon as need is determined.

Once again, congratulations!

Penn State Human Resources