



WE ARE

Dear *First Name Last Name*,

Congratulations on your position with Penn State! We are so pleased you chose to join the Penn State community and are looking forward to helping you settle into your role and explore the University.

To help you become familiar with Penn State, we have put together a suitcase of tools and resources to guide you on your Onboarding Journey. Onboarding actions are required for all new employees. The Penn State Human Resources (HR) team is available to answer your questions in real time – contact HR Services at 814-865-1473 (Monday to Friday; 8:30am-4:30pm).

Penn State is a dynamic and exciting place with lots of opportunities for you to get involved with the University community. You now have access to learning, entertainment, sports, and civic activities that extend across our 25 campuses, and navigating an organization as large and complex as Penn State can be overwhelming. It is important that you have the information and resources you need to get off to a great start, and there is important information we need from you before you can begin your new position.

Let's unpack your suitcase of resources and begin your Onboarding Journey!



Account Information

Keep your **Penn State Access ID abc123** and **Employee 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

The Dashboard will serve as your starting point for your onboarding experience. There are several important activities you must complete. [Get started today!](#)

Additionally, Penn State wants to ensure that everyone is able to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact the Affirmative Action Office via email, aao@psu.edu, or phone, 814-863-0471. 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, welcome aboard!

Penn State Human Resources