



**WE ARE**

Dear firstname lastname,

**Congratulations on your new position at Penn State University!** We are excited to welcome you to our dynamic and vibrant community and are looking forward to supporting you as you settle into your new role.

**Before you can officially begin working, you must complete all the steps, in order, in your Onboarding Dashboard.**

**[Go to Your Onboarding Dashboard](#)**

Your dashboard is your starting point and hub to complete all of your onboarding activities and tasks. Completing them within your first few days is crucial to officially starting your role.

To ensure that everyone can participate fully in Penn State's programs and activities, please reach out to the Office of Equal Opportunity and Access at [oeoa@psu.edu](mailto:oeoa@psu.edu) or 814-863-0471, if you need an accommodation.

If you have any questions along the way, our HR Services Team is available Mon. through Fri. 8:30am - 4:30pm. Give them a call at 814-865-1473.

For your reference, here's your Penn State Identification information:

- Penn State Employee ID Number: employeeid
- Penn State access ID: accessid

We're excited for you to explore all the opportunities our university has to offer.

Once again, welcome to Penn State!

**Penn State Human Resources**