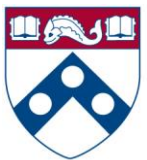


LPS BA/BFA Program First Steps

Use the following instructions to complete this checklist:

- ▶ Complete your decision form
- ▶ Set up Penn Accounts
- ▶ Complete Getting Started Guide on Canvas



Penn LPS
College of Liberal & Professional Studies

Complete the Decision Form

- ▶ Look for an email with the subject line “Admissions Decision Available” from Penn LPS
- ▶ The email will point you to your online application (via a link)
 - ▶ If you cannot find this email, you can go straight to <https://www.applyweb.com/upenn/index.ftl>
- ▶ Log in to your online application to view your offer of admission
- ▶ You can see the decision by clicking “**View Your Decision Letter**”
- ▶ To accept or decline your decision, click “**Complete Your Decision Form**”
- ▶ For screen shots, see next page.

Just Testing (justtestinglps@gmail.com)

University of Pennsylvania

⚠ You have already submitted *Penn: Graduate, Professional and Continuing Education Application* for Spring 2016.

Need to Check Status?

If you wish to check on the status of or take action on an existing form (such as changing recommenders), please do so below.

Applying Again?


If you wish to fill out the same form (e.g. for a different term and/or program)...
...[click here to fill out the form.](#)


Might Have an Error?


If you feel you have received this message in error, please contact help@applyweb.com.

Penn: Graduate, Professional and Continuing Education Application


Submitted

 View Form PDF

 View Form HTML

 View Details

Decision:

 View Your Decision Letter

Complete Your Decision Form

Check List:

View Checklist

Online Letters of Recommendation

Recommender One

Completed!

Waive Status: **Yes**

Action ▾

Recommender Two

Completed!

Waive Status: **Yes**

Action ▾

Setting up your Penn Accounts

- ▶ **Pennkey** is your user name within all Penn systems. You will be receiving an e-mail with your set-up code. For more information and troubleshooting, please go to www.upenn.edu/computing/pennkey
- ▶ **Penn SAS e-mail accounts** are required for all students. Once you have set up your Pennkey and password, go www.sas.upenn.edu/computing/help/students/email to set up your email account.
- ▶ **Penn directory** will need updating so that your listing is correct. Once you have set up your e-mail account, go to www.upenn.edu/directories.

LPS BA Community on Canvas

- ▶ What is canvas?
 - ▶ It is an online course management tool. Most of your professors will be using this format to distribute course materials and communicate with you. At LPS, we are using this same tool to help you access everything needed to get started at Penn.
- ▶ How can I access the LPS BA Community?
 - ▶ You can log in with your Pennkey and password: <http://canvas.upenn.edu>
- ▶ When can I access the LPS BA Community?
 - ▶ You will be able to access canvas about 1-2 weeks after you setup your Pennkey and password.
- ▶ What will I find on the LPS BA Community?
 - ▶ How to set up all important communication tools
 - ▶ How the transfer credit process works
 - ▶ List of important tasks to complete to set up life at Penn
 - ▶ When to schedule an appointment with your LPS Advisor and how to prepare for your appointment

LPS BA Community on Canvas

- ▶ How do you navigate the LPS BA Community?
 - ▶ On the home page (screenshot is on the next page), read the introduction and click “Click here to get started with Step 1”.
 - ▶ As you go through each step, you will be able to go to other websites and find additional information while being able to click the back button to get back to canvas.
 - ▶ If you exit canvas altogether and want to go back to a specific step, you can click “Modules” in the left side of the screen. There you will see the steps at a glance and be able to go the appropriate step.
- ▶ Are there other items on canvas other than the getting started guide?
 - ▶ RESOURCES - From time management and private tutoring to stress management workshops, explore Penn's abundant resources.
 - ▶ OPPORTUNITIES - Discover the many academic opportunities such as Penn In Washington, Study Abroad and undergraduate research.
 - ▶ BEYOND PENN - As you navigate your last year at Penn, here are some ideas to help you contemplate your next move.
 - ▶ BUILDING CONNECTIONS - Connect with LPS BA students who have similar interests or career trajectory.

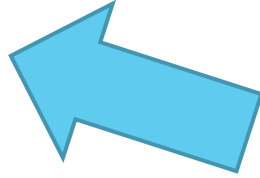
WELCOME!

FOR NEW STUDENTS

Welcome to the LPS Community!

We want to make sure that you have everything that you need in order to have a successful first semester at Penn. Your LPS advisor is excited to get to know you, learn about your goals and interests and most importantly help guide you as you get ready to begin your academic journey at Penn. This site has been specially designed to ensure that you have completed all required steps before meeting with your LPS advisor.

[Click here to get started with Step 1.](#)



FOR CONTINUING STUDENTS

- **RESOURCES** - From time management and private tutoring to stress management workshops, explore Penn's abundant resources.
- **OPPORTUNITIES** - Discover the many academic opportunities such as Penn In Washington, Study Abroad and undergraduate research.
- **BEYOND PENN** - As you navigate your last year at Penn, here are some ideas to help you contemplate your next move.
- **BUILDING CONNECTIONS** - Connect with LPS BA students who have similar interests or career trajectory.

