

# Requesting Guest PennKey

Guide to Requesting Access for Researchers Outside the University

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All researchers utilizing University of Pennsylvania services will require a PennKey to obtain access. External researchers not affiliated with Penn must request a temporary PennKey for services.

The following steps detail the process of requesting a Path BioResource sponsored temporary PennKey.

## Required Information

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To obtain a temporary PennKey, the following information is needed:

- The **facility** the researcher plans to use. A list of facilities can be found on the registration form linked below in the next section.
- The research facility's associated **Principal Investigator (PI)** information
  - First Name and Last Name
  - Phone Number
  - E-Mail Address
  - Full Shipping Address
- The facility's associated **Business Administrator (BA)** information
  - First and Last Name
  - Phone Number
  - E-Mail Address
  - Full Billing Address
- The organization the researcher is affiliated with.

# Registration Form

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The registration form can be found at:

[https://pathbio2.med.upenn.edu/pbr/portal/reg\\_form.php](https://pathbio2.med.upenn.edu/pbr/portal/reg_form.php)

The following required fields (highlighted in red) must be filled out:

Receiving a PennKey can take between 7 to 10 business days			
<b>Principal Investigator</b>			
First Name	<input type="text"/>	Last Name	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
email	<input type="text"/>		
<b>shipping address</b>			
Institution/Company	<input type="text"/>	Dept.	<input type="text"/>
Line 1	<input type="text"/>	Line 2	<input type="text"/>
City	<input type="text"/>	State/Province	<input type="text"/>
ZIP/Postal Code	<input type="text"/>	Country	<input type="text"/>
Facility you plan to use	<div style="border: 1px solid black; padding: 2px;"><p>The Center for AIDS Research (CFAR) ▲</p><p><b>Path BioResource</b></p><p>Human Immunology</p><p>Penn Cytomics and Cell Sorting</p><p>PCSC - Test Development</p><p>PCSC - Apheresis ▼</p></div>		
<b>Business Administrator (billing contact)</b>			
First Name	<input type="text"/>	Last Name	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
email	<input type="text"/>		
<b>billing address</b>			
Institution/Company	<input type="text"/>	Dept.	<input type="text"/>
Line 1	<input type="text"/>	Line 2	<input type="text"/>
City	<input type="text"/>	State/Province	<input type="text"/>
ZIP/Postal Code	<input type="text"/>	Country	<input type="text"/>
	Organization	<input type="text" value="Please choose"/>	
Is a Purchase Order required for payment?	<input type="text" value="Yes"/>		
May the invoice be sent by email (PDF) instead of a hard copy?	<input type="text" value="No"/>		
May the invoice be sent by fax instead of a hard copy?	<input type="text" value="No"/>		
<b>Payment Method</b>			
Choose one - your invoice will include payment instructions for these options:			
<ul style="list-style-type: none"><li><input type="radio"/> Institutional check for PathBioResource invoice</li><li><input checked="" type="radio"/> Bank wire transfer</li><li><input type="radio"/> Credit card (<i>Microarray Facility only</i>) - MasterCard, VISA, AmEx, Discover</li></ul>			
A Purchase Order is requested for all services (except credit card orders); Contact your Resource Laboratory Director if a PO cannot be issued. FAX your Purchase Order to 215-898-4227, c/o Luellen Fletcher, or mail to			
PathBioResource Luellen Fletcher John Morgan Bldg #M163 3620 Hamilton Walk Philadelphia, PA 19104			
You may provide your Purchase Order number here, or later when you log in to your account:			
<input type="text"/>	<input type="button" value="Submit Registration"/>		

No information is required under **Payment Method** and this information should not be changed.

Review the PennKey Confidentiality Agreement at the bottom and then click “Submit”.

The next page will be a summary of the entered information as well as either the confirmation message “Your registration has been entered” at the bottom, or a message of any errors in the form entry. If the bottom of the page does not say “Your registration has been entered”, the form has not been submitted.

## **PennKey Setup Email**

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Responses are typically received by email from [pennkey@isc.upenn.edu](mailto:pennkey@isc.upenn.edu) within one week of submitting the form. The email will include a setup code, PennID, and instructions on how to set up a PennKey. (Note: PennIDs are 8 characters long and guest PennIDs typically start with the letter *g*.)

Once the researcher’s PennKey is set up, their lab manager can reach out to the Path BioResource team to provide a Purchase Order if needed.

Guest PennKeys have an expiration date that should be identified in the setup email. Path BioResource will work to process renewals prior to expiration to prevent any interruption in the external researcher’s access.

*Welcome to University of Pennsylvania and thank you for using our services!*