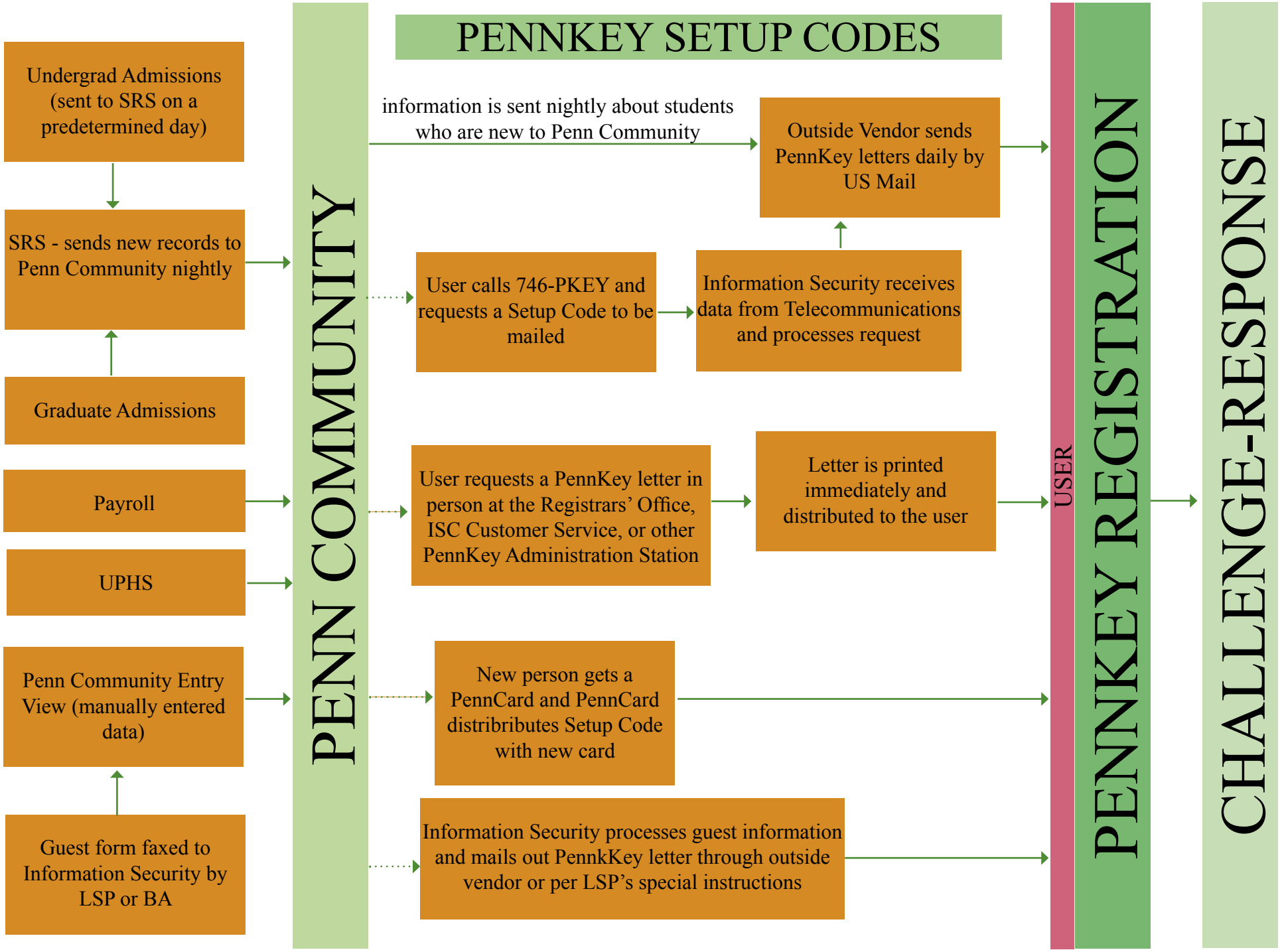
PENNKEY SETUP CODES
Undergrad Admissions (sent to SRS on a predetermined day)
SRS - sends new records to Penn Community nightly
Graduate Admissions
Payroll
UPHS
Penn Community Entry View (manually entered data)
Guest form faxed to Information Security by LSP or BA
PENN COMMUNITY
information is sent nightly about students who are new to Penn Community
Outside Vendor sends PennKey letters daily by US Mail
User calls 746-PKEY and requests a Setup Code to be mailed
Information Security receives data from Telecommunications and processes request
User requests a PennKey letter in person at the Registrars' Office, ISC Customer Service, or other PennKey Administration Station
Letter is printed immediately and distributed to the user
New person gets a PennCard and PennCard distribributes Setup Code with new card
Information Security processes guest information and mails out PennkKey letter through outside vendor or per LSP's special instructions
USER
PENNKEY REGISTRATION
CHALLENGE-RESPONSE