ONLINE SGS PAYMENT ACTIVATION FORM
Instructions for Students

Overview

Students awarded an OGS/QEI-GSST/GCS M/Vanier/OTS/Connaught Scholarship must complete and submit an online SGS Award Payment Activation Form in order to activate the award. Once invited/registered (in the program for which the award will be held), students will need to complete and submit their portion of the online form. Once a form has been submitted, the recipient’s graduate unit will receive an email invitation to complete the graduate unit portion of the form (not viewable or accessible to students at this point). The form cannot be considered complete until both the recipient and the graduate unit have completed their respective sections. Once both sections are submitted, the form will be automatically sent to SGS for processing.

Important: If you are an incoming graduate student new to the University of Toronto, you must activate your UTORID and set up your UTORmail account before completing the SGS Award Payment Activation Form. Please visit a TCard Office at your earliest convenience to pick up your TCard and instructions on how to activate your UTORID and UTORmail. Please ensure that you bring all the appropriate documents required to pick up your TCard. The list of documents required to receive your TCard can be found in the How to Get Your First TCard Section of the TCard webpage. Remember to double-check that your legal status that is currently recorded on ACORN matches your legal status documentation; if a correction is required, this can be completed through the School of Graduate Studies Student Services Office.

Step 1. Access the online SGS Award Payment Activation Form

SGS Portal (e-Forms website): https://apps.sgs.utoronto.ca

Log on using your UTORID (incoming students must obtain a UTORid and be invited/registered for their academic year before accessing the SGS Award Payment Activation Form). Logging in using a BlueAccount will not allow the form to pull the necessary information from your ACORN account.
Step 2. Start a New Form

Once you’ve logged in, click the green button that reads “Start a New Form”

In the “Award forms” section, select “SGS Award Payment Activation Form”

Step 3. Fill in all required information

The top portion of the Award Holder Information section will be pre-populated with information specific to you from ACORN.
If no information is displayed, it is likely that you are not yet invited/registered. If you are currently registered in a different program than the one for which the award is being held (e.g. currently in a master’s program, going into doctoral), information from the most future session will be pulled.

Complete all required fields on the form as appropriate for your award.

Remember to consult with your graduate unit before choosing the start date of your award if you haven’t already been advised. New Connaught and Trillium Scholarship recipients must start their award in September.

The duration of award options will only appear once you’ve selected the funding agency.

The duration of the award can be found in your award offer letter from SGS (OGS/QEII) or the federal funding agency (CIHR/NSERC/SSHRC).

**Step 4. Declaration & Agreement to Terms and Conditions**

Once you have answered the required questions, review necessary information and select the “I confirm the above” check box and click “Next”

**Step 5. Review & Submit**

Once you have clicked “Next”, you will be taken to the Review page to verify that all the information entered into the form is accurate.
If a change needs to be made to the Award Holder Information section, click the “Previous” button at the bottom left side of the page. If no changes need to be made, click the “Submit” button on the bottom right side of the page.

**Step 6. Submission Confirmation (Final Step)**

Once you have clicked submit, you will be taken to the Submission Confirmation page.
You will not receive an email confirmation; however, you can confirm that the form has been submitted to the graduate unit by selecting the “My Forms” section on the left-hand side menu. A form with the status of “Submitted” in orange indicates that the form has been submitted to the graduate unit for completion.