ONLINE SGS PAYMENT ACTIVATION FORM
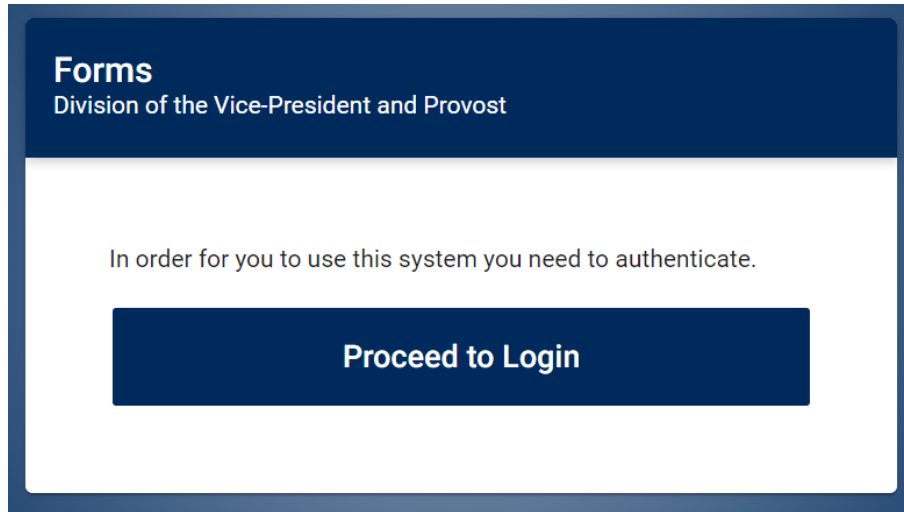## Instructions for Students

Overview

Students awarded an OGS/QEII-GSST/CGS M/Vanier/Connaught Scholarship must complete and submit an online SGS Award Payment Activation Form in order to activate the award. The form can be submitted via the SGS Forms Tool. 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). The form will not 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 the Graduate Awards Office for processing.

Important for incoming graduate students: Do not use JOINid to log in to the SGS Forms Tool. If you are an incoming graduate student new to the University of Toronto, you should activate your UTORid before completing the SGS Award Payment Activation Form. Please visit the TCard Office website at your earliest convenience for instructions on how to activate your UTORid.

If for some reason you are unable to activate your UTORid at this time, you may still complete the SGS Award Payment Activation form by creating a BlueAccount; however, it is recommended that students first activate their UTORid to ensure all relevant SGS form documentation will be linked to your UTORid. Instructions on how to create a BlueAccount can be found in Step 1 on the next page.

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Step 1. Access the online SGS Award Payment Activation Form

Visit SGS Forms Tool (e-Forms website), https://forms.provost.utoronto.ca and select Proceed to Login
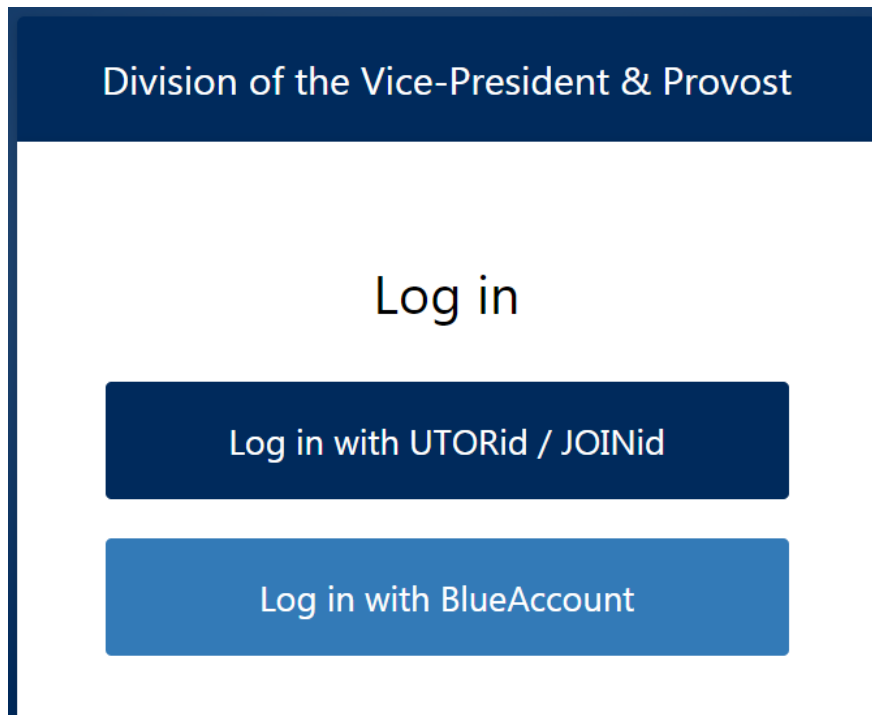
Select the appropriate login option.

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To create a BlueAccount (only if you cannot activate UTORid), select "Log in with BlueAccount." On the BlueAccount login page select the "Register here" link to be taken to the account registration page. After registering your account, proceed to log in.

BlueAccount Login
Don't have an account? Register here.

Email
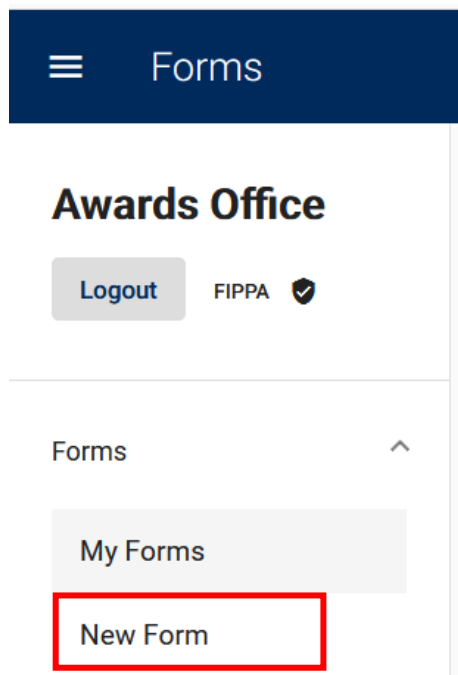
Password

Log in   Forgot / Reset password

Step 2. Start a New Form

Once you've logged in, you will initially land on the **My Forms** page. To create a new form, select **New Form** on the left-hand side menu.

On the New Form database page, find the SGS Award Payment Activation Form entry and select the blue **Start Form** button.

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Ontario Graduate Scholarship Award

A graduate award available to students at both the master's and doctoral levels to fund all disciplines of academic study.

[START FORM +]

SGS Award Payment Activation Form

This form is used to activate/renew payment of specific awards, for which payment is processed by the School of Graduate Studies.

[START FORM +]

SGS Conference / Research Travel Grant - Payment Activation

This form is used to activate payment of your SGS Conference Grant or SGS Research Travel Grant.

[START FORM +]

Step 3. Fill in all required information

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 Scholarship recipients must start their awards in September.

The duration of award options will only appear once you've identified the funding agency. The correct duration of the award can be found in your award offer letter from SGS (OGS/QEII) or the federal funding agency (CIHR/NSERC/SSHRC).

Example form:

Award Holder Information

First Name

Last Name

Student Number

Email

Faculty (required)

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Graduate Unit (Department) (required)

[   ]

Degree Program (required)

[   ]

Start date of degree program (required)

[📅   ]

Please identify the funding agency for the award to be activated at the University of Toronto (required)

○ Ontario Graduate Scholarship (OGS)

○ Queen Elizabeth II Graduate Scholarship (QEII-GSST)

○ CIHR

○ NSERC

○ SSHRC

○ Connaught International Scholarship for Doctoral Students

Requested start date of award (required)

○ May 2024

○ September 2024

○ January 2025

Step 4. Declaration & Agreement to Terms and Conditions

Once you have answered the required questions, review the necessary information and select the "I confirm the above" check box, then click **Next**. If you're not ready to submit but would like to save the information you've entered so far, click the **Save** button.

Please confirm by checking the box below that: (required)

   i. you have read and understand the SGS Payment Policy and the associated Award Holder's Guide or terms and conditions associated with your award; and

   ii. if you chose to Register Without Payment (aka fee deferral) in September, you understand that winter and summer instalments will go to pay down your ACORN/ROSI account fees balance first, and you have reviewed, understand, and agree to the Register Without Payment Terms and Conditions, when choosing this option.

Note: Once submitted, the form will become available to your graduate unit for completion, after which it will be sent to SGS Graduate Awards Office for processing.

☐ I confirm the above

Previous   Save   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.

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SGS Award Payment Activation

SGS Award Payment Activation Form

Review

ⓘ **You are almost done.**

Please review the information below to ensure it is accurate, then click **Submit** at the bottom of the page.

If a change needs to be made to the Award Holder Information section, click the **Previous** button at the bottom of the page. If no changes need to be made, click the **Submit** button at the bottom of the page.

Previous | Save | **Submit**

Step 6. Submission Confirmation

Once you have clicked submit, you will be taken to the Submission Confirmation page.

SGS Award Payment Activation Form

Your form was successfully submitted.

CONFIRMATION #: 5e15a78f-5642-422e-af0e-c268ae649a49

Back to My Forms

You **will not** receive an email confirmation; however, you can confirm that the form has been submitted to the graduate unit by selecting **My Forms** on the left-hand side menu.

You should see the form you recently submitted listed in your forms table with a result of "Submitted" in the **Progress** column. If the result is "Draft", that means it has not been submitted yet.

If you open the application components (by clicking anywhere on the form's row), you will see a new component called "Graduate Unit Information" will have been added, this component will continue to have a Progress result of "Draft" until completed by the graduate department.

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Upon submission, an email will be sent to the graduate administrator at your graduate unit (department) letting them know that the form is ready for review and completion by the graduate unit. If you click on the form's row, you will see that the system automatically created the graduate unit portion of the form.

Once your graduate unit has completed their portion and submitted the form to the Graduate Awards Office, you will see "Received by GAO" in the Status column. If the Status column is blank, it means the form has not been submitted to the Graduate Awards Office yet. A completed form that has been received by the Graduate Awards Office for payment processing will look like this:

Please note that your form's status will continue to read "Draft" in the "GAO Administration" row even after your award has been activated.

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