ONLINE SGS PAYMENT ACTIVATION FORM
Instructions for Students

Overview

Students awarded an OGS/QEI-GSST/CGS M/Vanier/OTS/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.
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 log in option.
To create a BlueAccount (only if cannot activate UTORid), select “Log in with BlueAccount”, on the BlueAccount log in 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.](#)

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**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.

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

SGS Award Payment Activation

SGS Award Payment Activation Form

This form is used to activate payment of your award through the School of Graduate Studies.

Award Holder Information

First Name
Awards
Last Name
Office
Student Number (required)

Email
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. If you’re not ready to submit but would like to save the information you’ve entered so far, click the Save button.
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 of the page. If no changes need to be made, click the Submit button at the bottom of the page.
Step 6. Submission Confirmation

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 **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 Administrator” will have been added, this component will continue to have a Progress result of “Draft” until completed by the graduate department.

Upon submission, an email will be sent to the graduate administrator at your graduate unit (department) 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, for which you may also monitor its progress.

Once your graduate unit has completed their portion and submitted the form to the Graduate Awards Office, you will see in the Status column a result of “Received by GAO”. If the Status column is blank it means the form has not been submitted to the Graduate Awards Office yet.