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.
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.
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.

**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.
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:
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.
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) 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:

<table>
<thead>
<tr>
<th>Collection</th>
<th>Initiator</th>
<th>Cycle</th>
<th>Last Modified</th>
<th>Submitted</th>
<th>Progress</th>
<th>Status</th>
<th>Outcome</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SGS Award Payment Activation Form</td>
<td>Office, Awards</td>
<td>2022-2023</td>
<td>Apr 18, 2022</td>
<td>Apr 18, 2022</td>
<td>Submitted</td>
<td>Received by GAO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Award Holder Information</td>
<td>Office, Awards</td>
<td>Apr 18, 2022</td>
<td>Apr 18, 2022</td>
<td>Apr 18, 2022</td>
<td>Submitted</td>
<td>Received by GAO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Unit Information</td>
<td></td>
<td>Apr 18, 2022</td>
<td>Apr 18, 2022</td>
<td>Apr 18, 2022</td>
<td>Completed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAO Administration</td>
<td></td>
<td>Apr 18, 2022</td>
<td>Apr 18, 2022</td>
<td>Apr 18, 2022</td>
<td>Draft</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

If the Graduate Awards Office receives your form but returns it to you or your graduate administrator so that you can make corrections, the “Status” column will still indicate “Received by GAO.” Please make sure that you and your department’s graduate administrator correct and re-submit the form to the Graduate Awards Office. Below is an example of a form that has been returned to the graduate unit for corrections after being submitted to the Graduate Awards Office. The “Draft” status in the Progress column indicates that the graduate administrator still needs to re-submit the form.