

ONLINE SGS PAYMENT ACTIVATION FORM

Instructions for Students

Overview

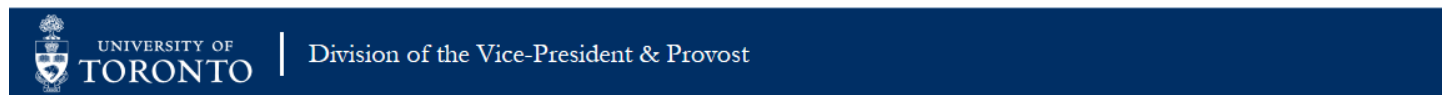
Students awarded an OGS or a QEII-GSST must complete and submit an online SGS Award Payment Activation Form in order to accept and activate their awards. Once registered (in the program for which the award will be held), students will need to complete and submit their portion of the online form. Once 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). The form will not be considered fully 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: Incoming graduate students new to the University of Toronto must activate their UTORID and set up their UTORmail accounts 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 [Getting Your New TCard Section](#) of the TCard webpage. Remember to check your legal status that is currently recorded on ACORN matches your [Legal Status documentation](#), if a correction is required this can be done through the School of Graduate Studies Student Services Office.

Step 1. Access the online SGS Award Payment Activation Form



SGS e-Forms website: <https://apps.sgs.utoronto.ca/>

Log on using your UTORID (incoming students must obtain an UTORid and register for their academic year before access the SGS Payment Activation Form). Major award recipients are eligible to [register without payment](#). Logging in using BlueAccount will not allow the form to pull the necessary information from your ACORN account.




Login

Please select a provider to log in with.

	University of Toronto weblogin For University of Toronto students, faculty, and staff who have a UTORid.
	BlueAccount For non-University of Toronto users without a UTORid.

Step 2. Start a New Form

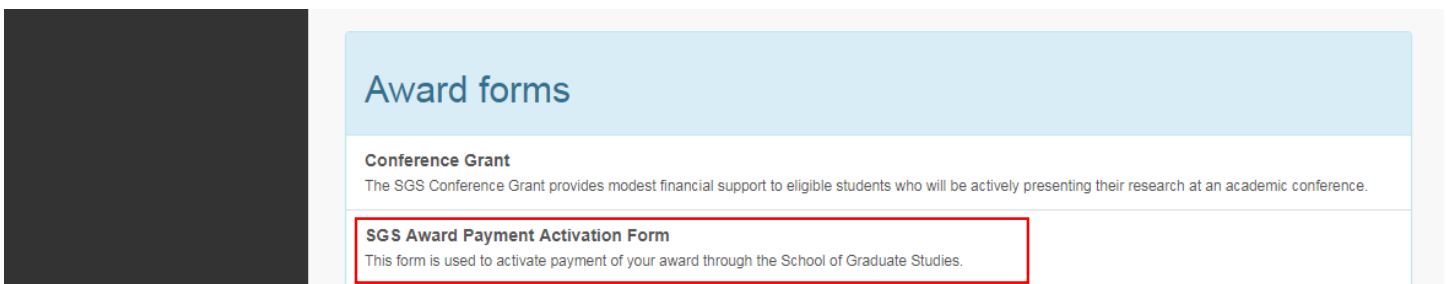
Once you've logged in, click the green button that reads "Start a New Form"



The screenshot shows the top navigation bar of the SGS Portal. On the left, the University of Toronto School of Graduate Studies logo is displayed. The main header contains the text "UNIVERSITY OF TORONTO SCHOOL OF GRADUATE STUDIES" and "SGS Portal". On the right, the user's name "Stacey" and role "(Applicant)" are shown. A dark sidebar on the left contains a "Forms" menu with sub-items: "My Forms", "Form Library", and "Logout". The main content area is titled "My Forms" and features a "Recent Forms" button on the left and a prominent green "Start a New Form" button on the right.

Step 3.

In the "Award forms" section, select "SGS Away Payment Activation Form"



The screenshot displays the "Award forms" section. The title "Award forms" is at the top. Below it, there are two entries. The first is "Conference Grant" with a description: "The SGS Conference Grant provides modest financial support to eligible students who will be actively presenting their research at an academic conference." The second entry is "SGS Award Payment Activation Form", which is highlighted with a red rectangular box. Its description reads: "This form is used to activate payment of your award through the School of Graduate Studies."

Step 4. Fill in the 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 currently registered yet.

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), you will have two programs available for selection. You must choose from the drop down list(s) the Faculty/Unit/Degree for which the award is to be held (e.g. DOC).

UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

SGS Portal

Fong (Applicant)

Forms
Logout

SGS Award Payment Activation Form

1 SGS Award Payment Activation Form 2 Review

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 Fong

Last Name [REDACTED]

Student Number 100[REDACTED]

Faculty Faculty of Arts and Science

Graduate Unit (Department) Department of Sociology

Degree DOC

Start date of degree program 20169

Email [REDACTED]@utoronto.ca

Requested Start Date of Award

- May 2017
- September 2017
- January 2018

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

- Ontario Graduate Scholarship (OGS)
- Queen Elizabeth II Graduate Scholarship (QEII-GSST)
- CIHR
- NSERC
- SSHRC

You are required to select the **Requested start date of award**, the **Funding Agency of the award to be activated at the University of Toronto**, and the **duration of award**.

Remember to consult with your graduate unit before choosing the start date of your award if you didn't already receive a recommended start date from them.

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

Both the funding agency and 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).

Example: OGS duration

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

- Ontario Graduate Scholarship (OGS)
- Queen Elizabeth II Graduate Scholarship (QEII-GSST)
- CIHR
- NSERC
- SSHRC

Please indicate the duration of award

- OGS (2 Sessions)
- OGS (3 Sessions)

Example: NSERC duration

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

- Ontario Graduate Scholarship (OGS)
- Queen Elizabeth II Graduate Scholarship (QEII-GSST)
- CIHR
- NSERC
- SSHRC

Please indicate the duration of award

- CGS M (12 months)
- Vanier (36 months)

Step 5. Confirming the above

Once you have answered the required questions, review necessary information and select the "I confirm the above" check box and hit "Next"

Please confirm by checking the box below that:

- 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 choose to "Register Without Payment" in September, you understand that winter and summer installments will go to pay down your ACORN/ROSI account fees balance first, and have reviewed and understand the "Register Without Payment" conditions posted on the [Student Accounts website \(info from 2016-17 as an example\)](#) before choosing this option.

I confirm the above

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

For testing purposes, an email will be sent to Referee's email internally.

Next

Step 6. Review

Once you have hit “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.

The screenshot shows the 'SGS Award Payment Activation Form' in the 'Review' stage. The form is titled 'SGS Award Payment Activation Form' and includes a progress indicator with two steps: '1' and '2' (Review). The form is used to activate payment of an award through the School of Graduate Studies.

AWARD HOLDER INFORMATION

First Name	Stacey
Last Name	Kwan
Student Number	[Redacted]
Faculty	Faculty of Arts and Science
Graduate Unit (Department)	Department of Sociology
Degree	DOC
Start date of degree program	20169
Email	staceym.kwan@utoronto.ca
Requested Start Date of Award	<input type="radio"/> May 2017 <input checked="" type="radio"/> September 2017 <input type="radio"/> January 2018
Please identify the funding agency for the award to be activated at the University of Toronto	<input checked="" type="radio"/> Ontario Graduate Scholarship (OGS) <input type="radio"/> Queen Elizabeth II Graduate Scholarship (QEII-GSST) <input type="radio"/> CIHR <input type="radio"/> NSERC <input type="radio"/> SSHRC
Please indicate the duration of award	<input type="radio"/> OGS (2 Sessions) <input checked="" type="radio"/> OGS (3 Sessions)
Referee's Email	staceym.kwan@utoronto.ca

Please confirm by checking the box below that:

- 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
- if you choose to "Register Without Payment" in September, you understand that winter and summer installments will go to pay down your ACORN/ROSI account fees balance first, and have reviewed and understand the "Register Without Payment" conditions posted on the [Student Accounts website](#) (info from 2016-17 as an example) before choosing this option.

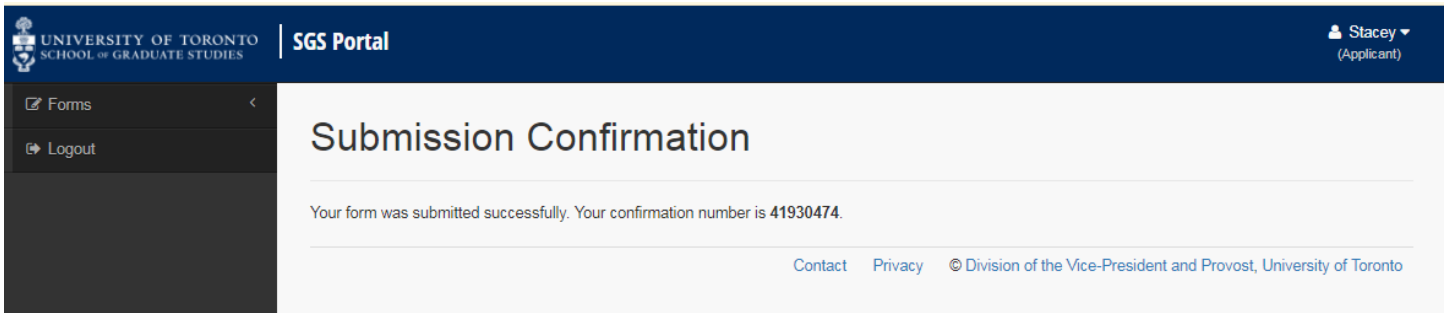
I confirm the above

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

For testing purposes, an email will be sent to Referee's email internally.

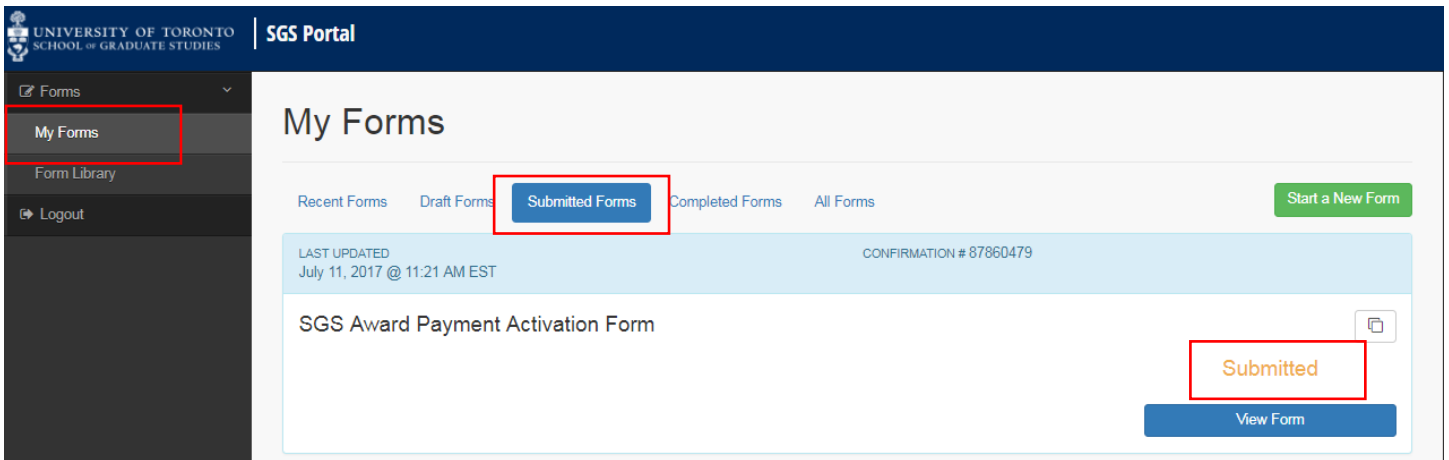
Step 7. Confirmation of Submission

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



The screenshot shows the 'Submission Confirmation' page in the SGS Portal. The header includes the University of Toronto School of Graduate Studies logo and the user name 'Stacey (Applicant)'. The main content area displays the message: 'Your form was submitted successfully. Your confirmation number is 41930474.' Below this message are links for 'Contact', 'Privacy', and '© Division of the Vice-President and Provost, University of Toronto'. A left-hand navigation menu contains 'Forms' and 'Logout'.

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.



The screenshot shows the 'My Forms' page in the SGS Portal. The header includes the University of Toronto School of Graduate Studies logo and the user name 'Stacey (Applicant)'. The main content area displays the title 'My Forms' and a navigation bar with tabs for 'Recent Forms', 'Draft Forms', 'Submitted Forms', 'Completed Forms', and 'All Forms'. A green button labeled 'Start a New Form' is visible. Below the navigation bar, a form titled 'SGS Award Payment Activation Form' is shown. The form's status is 'Submitted' in orange text, and a blue button labeled 'View Form' is located below the form. A left-hand navigation menu contains 'Forms', 'My Forms', 'Form Library', and 'Logout'.