# Getting Started

## *TCard*

Your University of Toronto TCard is a photo ID smartcard which provides identification for academic purposes, student activities and services, facility and a Library access. The TCard also provides users the option to carry cash value in the computer chip, allowing the card to be used to purchase photocopies, computer printing, laundry services, and vending services at select locations on the University of Toronto campuses.

### Where and When to Get It?
Starting June 6, 2016, TCards will be issued to new students who are beginning in the Fall 2016 session.  You will need to go, in person, to:

TCard Office
Robarts Library, 2nd Floor
130 St. George Street
Toronto, ON  M5S 1A5
Tel.: 416-946-8047
Fax: 416-946-0125
URL: tcard.utoronto.ca

**Office hours are:**
Monday, Wednesday, Thursday, Friday: 9:00 am to 5:00 pm
Tuesday: 9:00 am to 7:00 pm
**Closed Saturday and Sunday**

### To obtain your TCard, you will need:
In order to obtain a student TCard, you will be required to present documentation to validate your identity and citizenship. The names on this documentation must match the names in your University student records.

**University Identification:**
To establish yourself as a U of T student you will need to know your **Student Number** *(found on your Offer of Admission)* or your **UTOR/JOIN ID**.

**Proof of citizenship & identity:**
Proof of citizenship is required in order to begin your studies at the University of Toronto. Your citizenship will also determine your fees.  Students whose citizenship documentation does not match their status in the University's records system will not be issued a TCard and will instead be directed to their registrar's office.

*If you are a Canadian* you will need to provide **both proof of your citizenship and identity through <u>one of the following options</u>**:

**Option 1:** Valid Canadian passport**\***
**Option 2:** Your Canadian birth certificate **AND** one (1) piece of government-issued photo identification**\***
**Option 3:** Your Canadian citizenship certificate or card **AND** one (1) piece of government-issued photo identification**\***

*If you are a permanent resident of Canada*, you will need to provide **both proof of your permanent resident status in Canada and identity through _one_ of the following options:**

**Option 1:** Valid permanent Resident Card **AND** one piece of government-issued photo identification**\***
**Option 2:** Record of landing (IMM1000) **AND** one (1) piece of government-issued photo identification**\***
**Option 3:** Confirmation of permanent residence (IMM 5292 or IMM 5688) **AND** one (1) piece of government-issued photo identification**\***

*If you are an individual recognized by the federal government as being registered under the Indian Act*, both the existing Canadian Certificate of Indian Status as well as the new Secure Certificate of Indian Status card (SCIS) will be accepted. The existing cards will still be valid until the expiry date has lapsed.**\***

*If you are an International student*, you must have immigration permission to remain in Canada for the length of your studies:

You must show your Passport – (non-Canadian), including valid study permit.**\***

**\*** All documents must be original. Copies will not be accepted. The government-issued photo identification card must be no more than 5 years old. The names must match the names in the University's record systems.  If there has been a name change, a marriage certificate or other documentation supporting the name change must be provided to your registrar in advance of visiting the TCard office. *Health Cards are not accepted as a form of identification.*

# UTORid and Email

The next step is to visit https://www.utorid.utoronto.ca/ to **activate** your UTORid, which is found on your TCard, and **add email services** to create your University-issued email account.  Remember to record your new U of T email address to your personal information in ACORN (www.acorn.utoronto.ca).

Once you have your UTORid and password, register for the Account Recovery Service so that you can have your password reset should you forget it.

The 'Policy on Official Correspondence with Students' states that students are required to maintain a University based email account, record it in ACORN, and regularly check for messages. This account may be forwarded to another personal account, but it is the University account to which the University will send official correspondence.

# U of T Portal

Students will also use their UTORid to access the services and course information hosted on the University's student portal Blackboard Learning Management System.  Check out the 'Log-in to the Portal' link at the DLSPH website (www.dlsph.utoronto.ca).

 *Note: the Department of Family and Community Medicine also operates a separate Blackboard system for their own courses.*

# Registration

All students are expected to register, that is pay fees or *Register Without Payment*, prior to the commencement of their program and at the beginning of each subsequent academic year (late August/September) until all program requirements are completed.  It is the student's responsibility to ensure that they are registered by the registration deadline. **The deadline to register for the Fall 2016 session is Friday, September 16th**.

Logon to ACORN to review and print your invoice.  Fee payments are made at your financial institution.  Your payment should amount to at least the 'Minimum Payment to Register' as indicated on your invoice.  We recommend that you make your payment at least *10 days prior* to the registration deadline to allow time for the payment to be received and processed by the university.  More information about registration is available in the GDPHS Student Handbook.

Most PhD students, and some Master's students, will be eligible to *Register Without Payment* by deferring their fees in ACORN.  See the "Accessing ACORN" document for more information.