

Introducing ACORN

[ACORN](#) - Accessible Campus Online Resource Network is your gateway to online services and your personal and academic data stored in ROSI (the Repository of Student Information).

Students in the Graduate Department of Public Health Sciences (GDPHS) access ACORN to:

- **NEW in 2016:** Pay tuition and fees by credit card
- View, request/wait list or drop courses
- View personal timetable
- View/Change address, telephone numbers, email, and emergency contact information
- View academic history
- Order transcripts
- View your financial account information (invoices, account details, payments)
- Defer payment of tuition (available to recipients of a funding commitment from the graduate unit and to students with approved Ontario, Canada and some US government student loan—see note below)
- Enter direct deposit details
- Print “Educational Credit” tax forms (T2202A)
- Life section: Highlights important student services and programs on each campus.
- Easy connections to other online systems such as Blackboard Portal, Co-Curricular Record and the Career Learning Network.
- Order convocation tickets and more...

Student Responsibility

It is the student's responsibility to keep personal and academic information up to date at all times and to follow all University, SGS, departmental and program regulations, requirements and deadlines. ACORN makes it easier for students to check and correct this information. If questions arise about requirements, policies and procedures, students are responsible for seeking answers to these questions from staff and advisors.

System Availability

ACORN has scheduled downtime on Mondays from 3:00 am – 6:00 am, but is otherwise normally available. Occasionally hours must be reduced for system maintenance. Please check the systems for details.

Note: On the first day of enrolment, the services open at 6:00.

Logging onto ACORN

Students use their UTORid and password to log onto ACORN (www.acorn.utoronto.ca). This is similar to other U of T systems like Blackboard.

Be sure to register with the UTORid *Account Recovery Service* (<https://weblogin.utoronto.ca/> - Click “Forgotten Password”). This will allow you to use the Password reset tool, should you need it.

Updating & Checking Personal Information

Students may view or update personal information, such as address, telephone numbers, email address, emergency contact information, and Direct Deposit information.

→ Click on **Profile & Settings** from the Dashboard

Use the **Add New** option to enter new address and telephone information. Use the **Edit** option only to correct current information (e.g. typos).

Students can also select **Other Personal Information** to view information such as legal/immigration status. As legal status affects fees, all students are advised to check this information at the beginning of each year.

Request to Register Without Payment (Tuition Fee Deferral) for graduate funding commitments

PhD Students who are in the funded cohort and are receiving funding as part of the Graduate Department of Public Health Sciences PhD Funding Package, should request to register without payment on ACORN. Students who are outside of the funded cohort, but are receiving funding must make their request with the Graduate Department of Public Health Sciences using the request form found on the [SGS website](#) under the *Registration, Enrolment, Program Status* menu.

For OSAP, Canada Student Loan and US Student Loan recipients

Students who have received notification of an award through the Ontario Student Assistance Program for their U of T program may make their fees arrangements through ACORN up to the registration deadline, as long as the amount of the loan covers the minimum payment and no outstanding fees are owing. The online arrangements may also be available for recipients of Canada Student Loans and some US government loans. Please see the Office of Student Accounts website (www.fees.utoronto.ca) for details.

Paying Tuition and Fees by Credit Card

Students may use ACORN to pay tuition and fees by credit card by clicking the “Make a Payment” link on the left navigation or in the Finances card. Detailed instructions are available on the [ACORN help site](#). A non-refundable 1.75% convenience fee will be applied by Moneris to all payments.

Enter your Banking information for Direct Deposit

As soon as you are registered, logon to ACORN set up your **direct deposit** of award/refund payments to your bank account. You must be registered (i.e. paid fees or deferred your tuition) to access the direct deposit screen. Select ‘Financial Account’ from the menu and click on the ‘Direct Deposit’ button.