**Obtaining access to a UTORid**

**Each table describes the process to obtain a UTORid at UofT.**

**University of Toronto st. George**

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| **Personnel** | **Method** |
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| Recently hired Staff or Faculty | Staff or faculty hired by the University of Toronto contact your departmental business officer to get a UTORid and a Secret Activation Key |
| Staff or Faculty of a Federated College | Locate the business officer of your federated college to obtain the specific UTORid |
| Existing Students | Visit the Koffler Student Services Centre at 214 College Street, Toronto, Ontario to obtain a UTORid. |
| Existing Staff/Faculty | Visit the Library Reader Registration desk on the second floor of John P. Robarts Research Library at 130 St George St, Toronto, Ontario. |
| Contractors, Temporary Staff/Faculty, Visiting Professors | Inform the appropriate personnel in the department/faculty where you are employed and apply for a **Long-Term Guest UTORid**.  The application must follow the procedure below:  1.     Use of a departmental letterhead  2.     The name and birthdate of your contractor  3.     The length of employee/contractor appointment with the University of Toronto  4.     The name and address of your department  In addition to this letter, the applicant should provide valid photo identification.  Long-Term Guest UTORid’s are reserved for people who have a temporary but more than 5-day relationship with the University of Toronto. |

**University of Toronto Mississauga Campus**

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| **Personnel** | **Method** |
| All individuals eligible for REDCap | Visit the CCT Atrium, CCT 0160A, Information & Instructional Technology Services Help Desk. It is located at 3359 Mississauga Road N., Mississauga, Ontario L5L 1C6. |
| Contractors, Temporary Staff/Faculty, Visiting Professors | Inform the appropriate personnel in the department/faculty where you are employed and apply for a **Long-Term Guest UTORid**.  The application must follow the procedure below:  1.     Use of a departmental letterhead  2.     The name and birth date of your contractor  3.     The length of employee/contractor appointment with the University of Toronto  4.     The name and address of your department  In addition to this letter, the applicant should provide valid photo identification.  Long-Term Guest UTORid’s are reserved for people who have a temporary but more than 5-day relationship with the University of Toronto. |

**University of Toronto Scarborough Campus**

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| **Personnel** | **Method** |
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| All individuals eligible for REDCap | Visit the T-Card Office at 1265 Military Trail, Highland Hall, Main Floor Toronto, Ontario M1C 1A4. |
| Contractors, Temporary Staff/Faculty, Visiting Professors | Inform the appropriate personnel in the department/faculty where you are employed and apply for a **Long-Term Guest UTORid**.  The application must follow the procedure below:  1.     Use of a departmental letterhead  2.     The name and birthdate of your contractor  3.     The length of employee/contractor appointment with the University of Toronto  4.     The name and address of your department  In addition to this letter, the applicant should provide valid photo identification.  Long-Term Guest UTORid’s are reserved for people who have a temporary but more than 5-day relationship with the University of Toronto. |