Instructions on How to Submit TA Training:

Please use this <mark>form</mark> to submit training you have completed. Each Training session attended should be submitted once only and will be reviewed by the applicable department. Eligible training will be indicated on your Pay Statement through Employee Self-Service. If you have any questions regarding eligibility, please contact the person whom you have been in contact with regarding your assignments.

Training Submission URL: https://tams.fase.utoronto.ca/welcome.html

Usage Notes:

You must sign in with your UTORID.

Training Type	
Course Training For	
Training Module	
Hours in Training	
Completion Date	12/18/2023
Proof of Training	Choose File No file chosen
Comments	

Submit

Training Type: If this is your first time TA'ing at the University of Toronto, indicate Training Type as "First Time TA Training" for all TATP training. Otherwise, "Work-Related TA Training" should be used for TA training. "Department Pre-Approved" and "Course Required" training should be pre-approved and already included in the DDAH. For "Department Pre-Approved" training, please indicate the Department in Comments.

Course Training For: For training that is Course Required, choose the Course that the training is for. If the course is not listed, please let your Coordinator know.

Training Module: Choose the Training Module that you attended. If the training that you attended is not on the list, use Other and provide in detail what course you took, when, how and who offered the course in the Comments box. This should match the completion certificate.
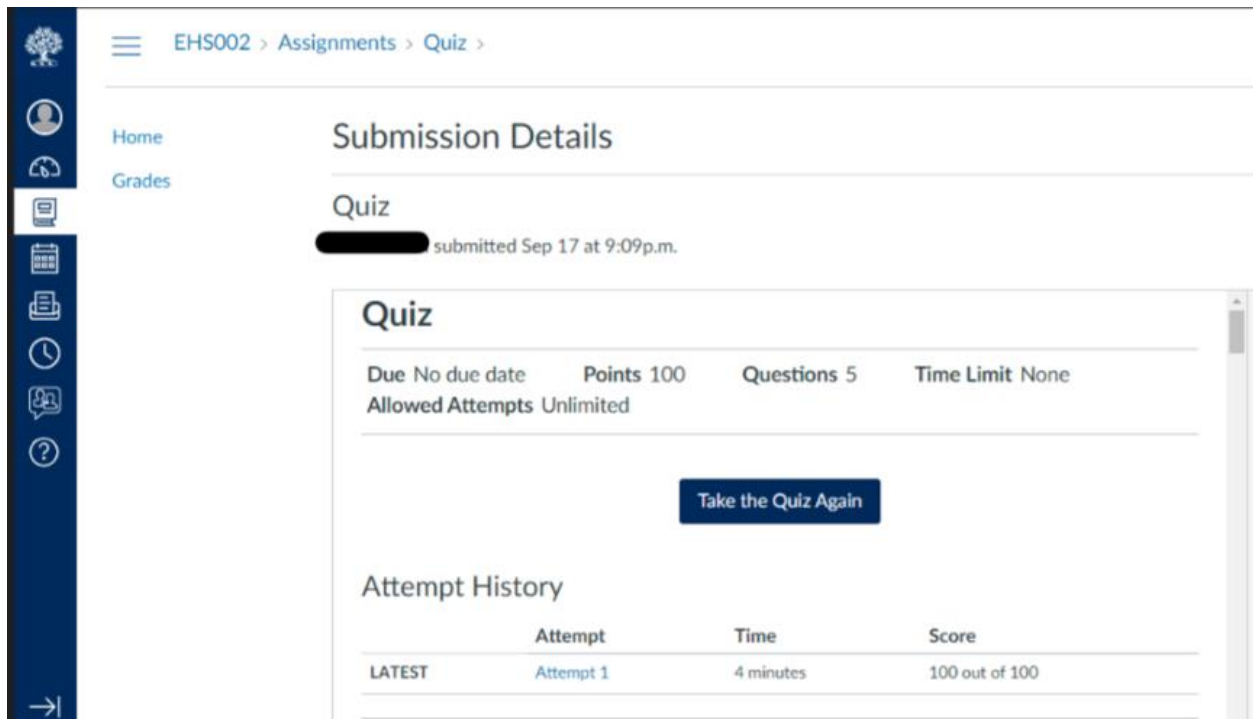
Hours in Training: Enter the time associated with the training. For Health and Safety training, enter 0.25 hours.

Completion Date: Enter the date that the training was completed. This should match the completion certificate.

Proof of Training: Upload a PDF of the completion certificate that you received.

Comments: Enter any additional information for the Coordinator.

Health & Safety Training: For EHS Training completed at "My EHS", please submit a PDF of the screenshot of completion. The screenshot should look something like this and indicates the date of completion:

FAQ:

Q: I am getting this message, what do I do?
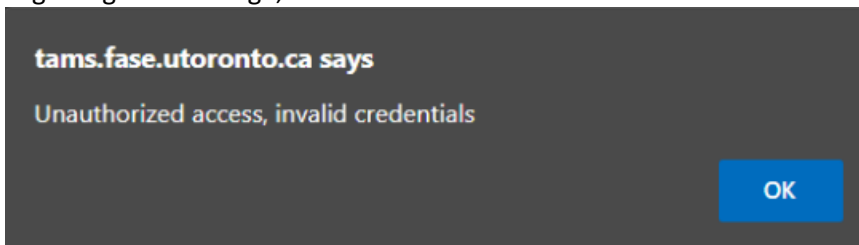
A: Please contact your coordinator to ensure that we have the correct information in the system for you.

Q: The course that I took the training for is not listed in the list of Courses.

A: Please contact your coordinator to ensure that we have the correct TA Assignment information in the system for you. This applies to Course Required training only and the training should be included in the DDAH.

Q: I am having trouble submitting my training, can someone else do it for me?
A: No, the system uses your UTORID to identify who you are. In order for the training to be attributed to you, you must submit the training yourself.

Q: I encountered a system error while submitting a training taken.
A: Please complete this form (https://uoft.me/FIT-app-feedback) and let us know exactly the steps that you took. Then try submitting the training again. In the comments of the second submission, note that it may be a duplicate.