



UNIVERSITY OF TORONTO

UTORecruit Access Form

Last Updated: May 2016

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Accessing the Form

Navigation: https://ams-wd.utoronto.ca:443/sap/bc/webdynpro/sap/zhwd_tal_access_req

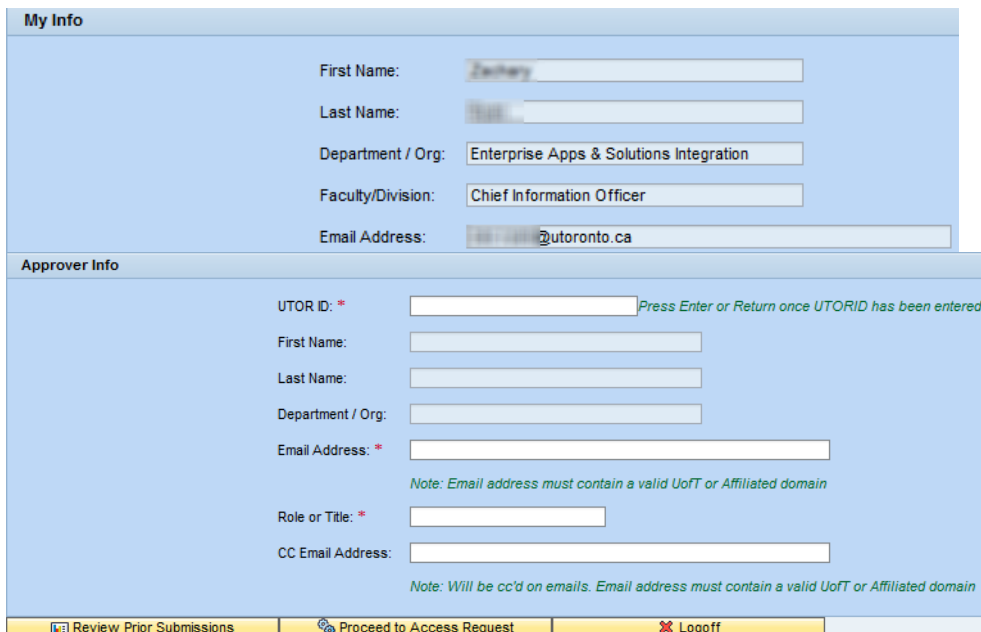
1. Sign in with your AMS ID and password (also used for Employee Self Service)
 - a. For most users your username will be your UTORID
 - b. You can reset your password here using the [Password Forgotten](#) link



Completing the Form

My Info and Approver Info

1. The **My Info** section will automatically populate your own information.



2. Enter the Approver's **UTORID** (usually your chair or dean) then hit **Return** or **Enter**
 - a. See **Appendix B – Getting UTORID** for some useful tips
 - b. The approver's name, department/org and email address will be auto-populated



3. Enter the **Role or Title** of the Approver (only used for administrative validation)

OPTIONAL: A 'CC email address' can be entered; this person will be copied on all emails. This is useful if you have a backup or a secondary email address.

4. Click Proceed to Access Request

New User Info and Access Request Details

On the next page you will enter the information for the new user:

1. Select the **Recruitment Type** – Academic or Staff

| | | |
|---------------------|----------|--|
| Recruitment Type: * | Staff | |
| User Type: * | Academic | |
| UTOR ID: * | Staff | |

2. Select the relevant **User Type**

| | | |
|--------------------|---------------|--|
| User Type: * | | |
| UTOR ID: * | Faculty/Staff | |
| User First Name: * | External | |

3. Enter the new user's **UTORID** then hit **Return** or **Enter** (this will auto-populate the first name, last name, email address and department/org of that person)

a. NOTE: for User Types External or Student you must manually enter these fields

4. Select the **User Group** that they require access to; this should correspond to the hiring faculty. Please note that UTM and UTSC are distinct User Groups.

| | |
|------------------------------|---|
| User Group Access Required:* | <ul style="list-style-type: none"> STF - Academic & Campus Events STF - Applied Science and Engineering STF - Architecture, Landscape, and Design STF - Arts and Science STF - Business Affairs - Financial Services |
|------------------------------|---|

5. Select the **Type of Access Required**

| | |
|----------------------------|----------------|
| Type of Access Required: * | |
| Access Expiry Date: | Hiring Manager |
| Comments (Optional): | Recruiter |

6. The **Access Expiry Date** automatically assume the apocopate expiry date

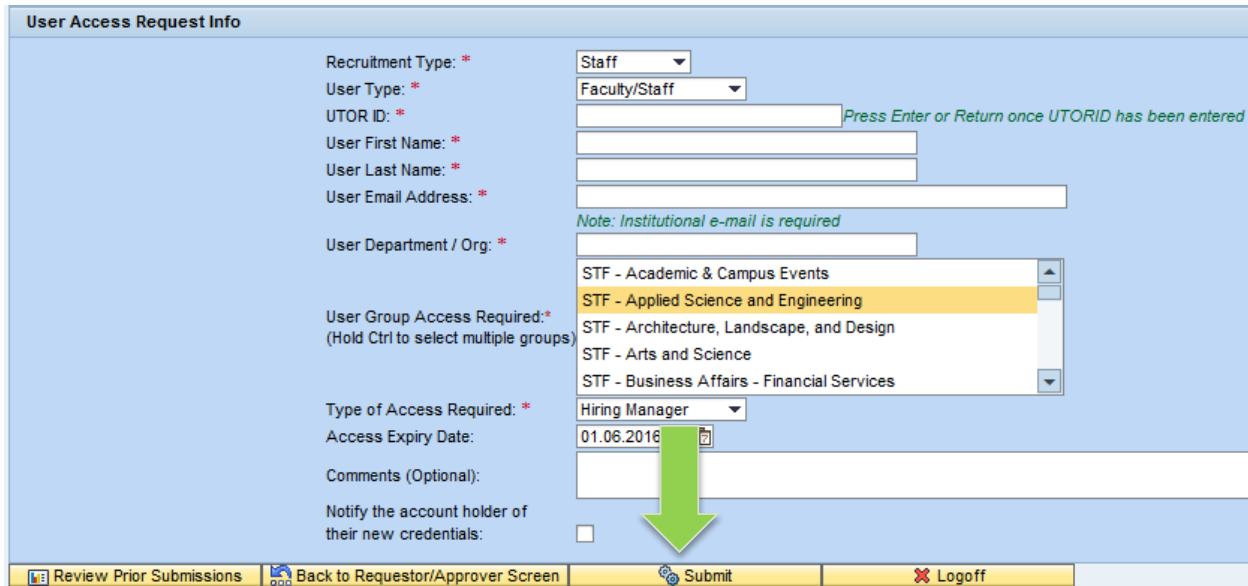
a. You can modify this date if shorter term access is required, or where a Chair's term extends beyond the provided date

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--------------|----|----|----|----|--|--|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|---|----|----|----|----|----|----|---|----|----|----|----|----|----|---|---|---|---|---|---|---|
| Access Expiry Date: | 13.01.2016 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Notify the account holder of their new credentials: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Back to Requestor/Approver Screen | <table border="1"> <tr> <td colspan="7">January 2016</td> </tr> <tr> <td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td><td>Su</td> </tr> <tr> <td>53</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td> </tr> <tr> <td>1</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> <tr> <td>2</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>3</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> </tr> <tr> <td>4</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> <tr> <td>5</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td> </tr> </table> | January 2016 | | | | | | | Mo | Tu | We | Th | Fr | Sa | Su | 53 | 28 | 29 | 30 | 31 | 1 | 2 | 1 | 4 | 5 | 6 | 7 | 8 | 9 | 2 | 11 | 12 | 13 | 14 | 15 | 16 | 3 | 18 | 19 | 20 | 21 | 22 | 23 | 4 | 25 | 26 | 27 | 28 | 29 | 30 | 5 | 1 | 2 | 3 | 4 | 5 | 6 |
| January 2016 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mo | Tu | We | Th | Fr | Sa | Su | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 53 | 28 | 29 | 30 | 31 | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 11 | 12 | 13 | 14 | 15 | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

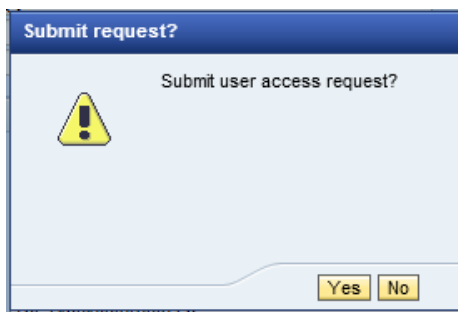
- The checkbox **Notify the account holder of their new credentials** determines whether an email will be sent to the new user once their account is ready. Left unchecked, only the Requestor and CC email will be notified of the new user's credentials. If selected, the new user will also receive this email.

Submitting the Form

- Once the fields have been completed, click the submit button



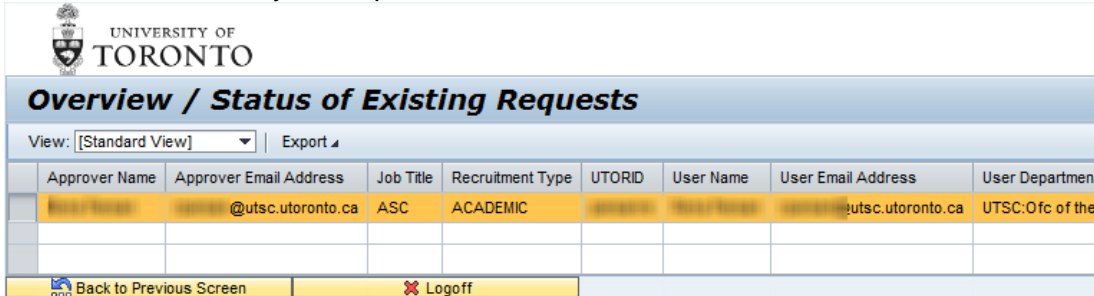
- You will be prompted to confirm the submission. Click yes to submit the request.



- A confirmation message will appear. You will also be sent a confirmation email within 30 minutes of the submission.
- The new user's information will be cleared out but the Approver details will remain - you can now log off OR proceed with another request.

Reviewing Submission Status

If you ever need to check the status of a recent submission or review the details of older submissions, you can click **Review Prior Submissions**. This will take you to a spreadsheet view of all your previous requests. You can export this data to formats such as Microsoft Excel and review the details and status of your requests.



UNIVERSITY OF TORONTO

Overview / Status of Existing Requests

View: [Standard View] | Export

| Approver Name | Approver Email Address | Job Title | Recruitment Type | UTORID | User Name | User Email Address | User Department |
|---------------|------------------------|-----------|------------------|--------|-----------|--------------------|-----------------|
| | @utsc.utoronto.ca | ASC | ACADEMIC | | | @utsc.utoronto.ca | UTSC:Ofc of the |

Back to Previous Screen | Logoff

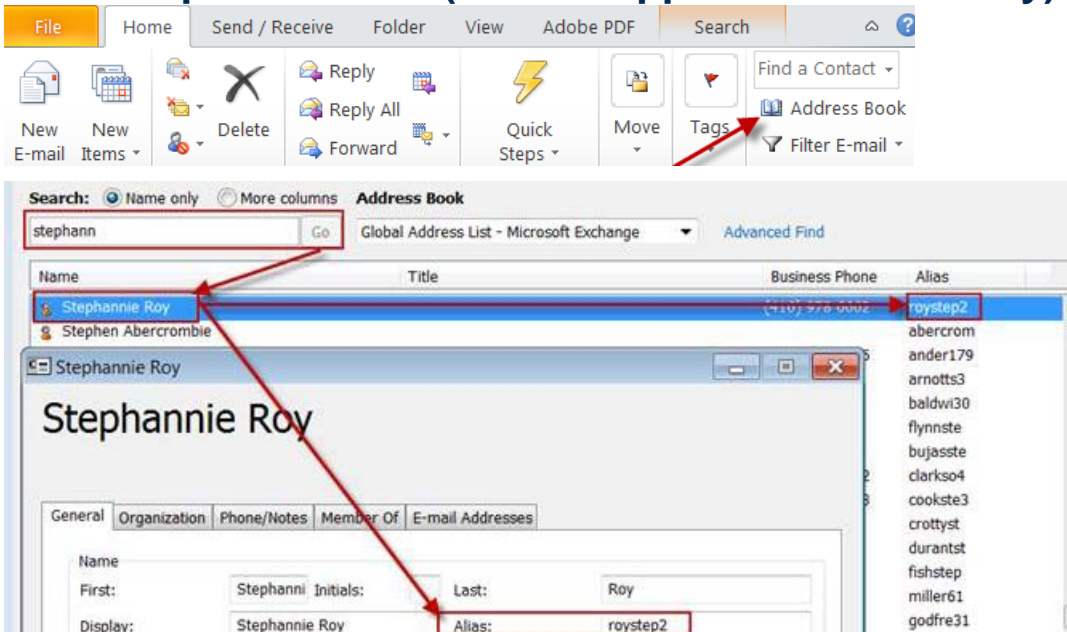
| User Access Exp Date | Requestor Comments | Notify User | Request Status | Status Date | Req Email Sent Date |
|----------------------|--------------------|-------------|----------------|-------------|---------------------|
| 13.01.2016 | | | PENDING | 13.01.2015 | 13.01.2015 |

Appendix A – Getting UTORID

Request it from the new user directly

If an employee has forgotten their UTORID, information on how to retrieve it is available here: <https://www.utorid.utoronto.ca/cgi-bin/utorid/info.pl>

Look it up in Outlook (CAST-supported offices only)



File Home Send / Receive Folder View Adobe PDF Search

New E-mail New Items Delete Reply Reply All Forward Quick Steps Move Tags Address Book Filter E-mail

Search: Name only More columns Address Book

stephann Go Global Address List - Microsoft Exchange Advanced Find

| Name | Title | Business Phone | Alias |
|---------------------|-------|----------------|----------|
| Stephannie Roy | | (416) 978-6002 | roystep2 |
| Stephen Abercrombie | | | abercrom |
| | | | ander179 |
| | | | arnotts3 |
| | | | baldwi30 |
| | | | flynnste |
| | | | bujasste |
| | | | clarkso4 |
| | | | cookste3 |
| | | | crottyst |
| | | | durantst |
| | | | fishstep |
| | | | miller61 |
| | | | godfre31 |

Stephannie Roy

Stephannie Roy

General Organization Phone/Notes Member Of E-mail Addresses

Name

First: Stephanni Initials: Last: Roy

Display: Stephannie Roy Alias: roystep2



Appendix A – System Generated Emails

1. Submission Confirmation Email

Sent within 30 minutes of access request submission. If multiple requests were made they will be bundled into a single email.

Audience: Requestor, Approver, UTORecruit Support. Optional: CC Email

Dear [Requestor]:

Your access request has been received by UTORecruit Support for processing. Please find the details of your access request below. To track the status of this request, please visit the following web site: https://ams-wd.utoronto.ca:443/sap/bc/webdynpro/sap/zhwd_tal_access_req

If you have any further questions, please contact UTORecruit Support by e-mail at utorecruit.support@utoronto.ca

Requested by:

Name: [Requestor Name]

E-mail: [Requestor Email]

Department Name: [Requestor Department]

Division Name: [Requestor Division]

Approver:

Name: [Approver Name]

E-mail: [Approver Email]

Job Title: [Approver Title]

User Access Requested:

Recruitment Type: ACADEMIC/STAFF

User Type: [New User Type]

First Name: [New User First Name]

Last Name: [New User Last Name]

Email Address: [New User Email]

Department Name: [New User Department]

Access Type: [New Access Type]

UTORID: [New User UTORID]

Access Expiry Date: [New User Expiry Date]

Group Access Required:

[Selected User Group]



2. Access Granted Email: Staff

If multiple requests were submitted without the “Notify the Account Holder of their new credentials” the requestor will receive a **single email** with the details of each new account.

Audience: Requestor, UTORecruit Support. Optional: CC Email, New User

UTORecruit - ACCOUNT INFORMATION

Best viewed in HTML email format

Name: Susan Lopez

Username*: testlopez

Temporary Password:** test

UTORecruit Link: <https://utoronto.taleo.net>

**Your username and password are confidential. Do not share this information. Please keep track of your credentials for future searches.*

****Copying spaces before or after the password will prevent authentication.**

Forgot your password? You can reset your account password by using the “Forgot Password” link on the login page. Your username and email address are required for this; only the email address associated with your UTORecruit account will be accepted.

For assistance with system usage, policy, process, please email:

academic.jobs@utoronto.ca For system issues or technical assistance please e-mail:

utorecruit.support@utoronto.ca

UTORRecruit Access Request Form: Reference Sheet

Navigation: https://ams-wd.utoronto.ca:443/sap/bc/webdynpro/sap/zhwd_tal_access_req

Credentials: Your AMSID & Password (also used for Employee Self Service; often matches your UTORID). You can click [Password Forgotten](#) if you need to reset your password.

| Approver Field | Details |
|------------------|--|
| UTORID | Used to pull Approver's information from HRIS |
| Role or Title | Used in emails and to substantiate approval authority |
| Email Address | Auto-populated, can be overwritten if it is not the approver's primary email |
| CC Email Address | OPTIONAL: This person will be cc'd on all emails (see Appendix A) |

| New User Field | Details |
|---------------------------------------|---|
| Recruitment Type | Staff or Faculty recruitment – this determines some form fields and values |
| User Type | The level of type of access requested for the new user |
| UTORID | Used to pull the new user's information from HRIS for Faculty/Staff user type |
| User Email Address | Restricted to UofT related domains when Faculty/Staff user type |
| User Group Access | What group(s) should this user be added to? Note: 'Collaborators' are not restricted by user group, Hiring Manager & Recruiter are. |
| Type of Access | The type / level of access should requested for the new user |
| Access Expiry Date | Automatically populated, modify when a shorter access window is required (i.e. casual / contract / external) |
| Notify [...] of their new credentials | If selected: the new user will receive a system-generated email once their account is created; the requestor and CC email will be cc'd on this email. If not selected: only the Requestor and CC email will be notified. |