

## UTORid and T-card

The UTORid is an identification number that is issued to all members of the University of Toronto community. It is used to access a wide array of services and resources across all three campuses. It is an 8 character string, usually linked to your name, which may consist of all letters or a combination of letters and numbers.

Your UTORid gives you access to the following services at the School and University:

- My Access-Instructor Account (School of Continuing Studies Administrative System)
- U of T Portal (for campus news and accouchements)
- Blackboard Learning Management System
- U of T's [wireless](#) network (on all campuses)U of T email address
- T-card



### How to Obtain your UTORid – New Instructors

Once the program office has confirmed that you will be teaching for the School, you will receive an email that contains your UTORid and directions to call Student and Instructor Services at 416-978-2400 to obtain a temporary **Secret Activation Key (SAK)**. With the UTORid and SAK you can then continue to follow the instructions in your email to [activate your UTORid](#).

When you activate your UTORid, you will also be able to create your U of T Email address. This is especially important to have if you are using Blackboard.

***It is very important to activate your UTORid well in advance of your course starting. If you have not yet activated your UTORid, we urge you to do it immediately.***

### Resetting your UTORid password

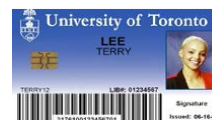
If you have previously been issued a UTORid, but forgot your password, you can reset it in person at the Information Commons Desk at Robarts library, 1st Floor at 130 St. George Street.

### Obtaining your T-Card

If you want to obtain a T-card, you can print the letter you received with your UTORid email, and take it to any of the [University of Toronto T-card offices](#) along with one piece of government issued ID. You will be asked to pay a \$20 CAD administrative fee at the time of issuing.

Your T-Card gives you access to the following services:

- U of T libraries
- Computer terminals in the libraries



**If you have any other questions about obtaining your UTORid or T-card, please contact [your program administrator](#).**