



## Email, Computer Lab, Card Key and Locker Information

**Important: All students are required to obtain an UTORmail address (U of T email account)**

### ▶ **T-CARD**

All students require a T-Card, which serves as a student photo ID and library card. T-cards are issued at Robarts Library, 130 St. George St., Room 2054A. Bring along your offer of admission and valid photo ID (eg. drivers licence). Get your T-Card during the summer to avoid line-ups in September. You will also have an opportunity to get your T-card during the first week of class. For information and hours of service check: <http://www.utoronto.ca/tcard/> (416-946-8047).

### ▶ **UTORid and Email**

The next step is to create your University-issued email account at [www.utorid.utoronto.ca](http://www.utorid.utoronto.ca) and record that email address on ROSI ([www.rosi.utoronto.ca](http://www.rosi.utoronto.ca)). The '[Policy on Official Correspondence with Students](#)' states that official university correspondence will be sent only to the University-issued email account. Students may have their University-issued electronic email account forwarded to another address, but remain responsible for ensuring that all messages sent to the official University-issued account are received and read. It is important to inform the GDPHS of a change to your email and mailing address and update the information on ROSI.

### ▶ **U of T Portal**

Students must activate their UTORid in order to access the services and course information hosted on the University's student portal Blackboard Learning Management System. Check out the 'Log-in to the Portal' at the DLSPH website ([www.sph.utoronto.ca](http://www.sph.utoronto.ca)).

### ▶ **Computer Lab / Software**

Your UTORid is required to access the computers in the labs indicated below. For after hours and weekend entry, you will need to purchase a Card Key (see below).

\* HS 548 (Health Sciences Building, 5<sup>th</sup> floor) – There are 12 computers in total (all with Microsoft Office 2007 and SAS, 2 with Epi Info 2000). In addition, there is a laser printer (please supply your own paper). For access, inquire at the Graduate Office, HS 620.

\* MS 3281 (Medical Sciences Building, Room 3281). Each computer can provide Word, Access, Excel and Powerpoint. You may print from these computers with funds from your T-card.

For Free Norton Anti Virus program please see: <http://www.antivirus.utoronto.ca/>

For discounted Licensed Software for U of T students visit: [www.utoronto.ca/ic/software/index.html](http://www.utoronto.ca/ic/software/index.html)

### ▶ **Sign up for Card Key**

Beginning September 12: Students may sign up for Card Key access to Health Sciences Building, Medical Sciences Building computer Lab, Gage and FitzGerald buildings after hours and weekends. *Note: \$15 non-refundable fee is required.*

### ▶ **Sign up for Locker/PhD Student Space**

Beginning September 12: Students may sign up lockers (located on the 7<sup>th</sup> floor). More information about lockers and PhD student space will be available during orientation.