

**Instructions:**  
**Applying for TA Positions**  
**Online TA System**

How to Login

- Go to the EEB TAship Applications website: <https://taships.iit.artsci.utoronto.ca/eeb>
- Use your existing UtorID and password

*NEW STUDENTS – If you have not obtained your UtorID, please use your JOINid. Please contact the Payroll Administrator if you do not have a UtorID or JOINid.*

Steps after logging in

1. On the home page select 'Applications'
2. On the next page, Applications & Responses to Offers, select round that you want to submit a TA application to
3. Enter your personal, current status and current program information
4. Courses with available hours are listed under Course Preferences. Use the drop-down menu to rank the courses you prefer to TA in. Please only rank five (5) courses from 1 to 5.  
Also, make sure to select (✓) the acknowledgement statement.
1. In the second Course Preference section, state how many TA hours you prefer and the term(s) you prefer; e.g. 70 hours in the winter term.  
You do not need to list your course preferences, this was done in step 4
2. Answer remaining questions.
3. Click the Save button to submit your application.
4. You will be directed back to the Applications & Responses to Offers page and should see a highlighted (in blue) message that indicates, "Your application has been submitted".

You can change your application any time before the given deadline.

You will be notified via email when TA offers have been made and you will have one (1) week to login into the online system to accept/decline your offer. Please note that less time may be given to accept/decline your offer if the position was posted on an emergency basis.

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If you have any problems with the online system, please notify the Payroll Officer ([jenn.english@utoronto.ca](mailto:jenn.english@utoronto.ca)).  
If you have questions about the process, please contact Prof Helen Rodd, TA Coordinator ([helen.rodd@utoronto.ca](mailto:helen.rodd@utoronto.ca)) or Jenn English, Payroll Officer ([jenn.english@utoronto.ca](mailto:jenn.english@utoronto.ca)).