Teaching Assistant
Workload and Contract Signing Instructions

Faculty Resources Information System (FRIS)

1 - Logging into FRIS

If you do not have an employee netname, enter your student netname and password and the system will automatically direct you to create an employee netname. Follow the directions here.

If you have an employee netname use it to log into FRIS https://fris.concordia.ca/ (your student netname has an underscore (_), whereas your employee netname does not).

2 - Once logged into FRIS hover over the TAS menu item and click on TA Main Menu:

3 - Union Agreement

Before you can agree to (sign) your workload, you need to the TRAC TA Union Agreement. Click on 1. Union Agreement
In the TRAC TA Union Agreement section click on “Agree”
This only needs to be done once per academic year.

In the TRAC Union Membership box please enter the email address that you would like Union representatives use to contact you, then click Submit.

Follow the link indicated to fill out the TRAC Union membership form on the TRAC Union website.

4 - Workload Forms
Click on 2. TA Workload Forms

Notes:
• You will receive an email notifying you once the workload form is issued and signed by the course professor/supervisor
• You will receive an email for every workload form that has been issued for you
• Contact your department and/or course professor/supervisor if you have any questions on your workload forms before accepting or declining online.

Click on the magnifying glass(es) to see your workload form(s)

Your workload will open in a new window. If it doesn’t open, please check for a pop-up blocker. After reviewing your workload scroll to the bottom and click on Accept button. (Please note when you click on Accept your name and the date will automatically be filled in next to Teaching Assistant and Date – these fields are not fillable)

? If you have any questions about your workload form contact your department or supervisor before accepting the workload form

You can also Decline the workload form.
5 - TA Contract
You will receive another email when your Teaching Assistant contract is ready for you to accept. In order to be paid, you must agree to the contract as well as the workload.

To sign your TA Contract
Click on: 3. TA Contract

Notes:
- A contract will be issued by the department once you accept a workload form
- You will receive an email notifying you once the contacts are issued and signed by the Academic Unit Head/Chair of the Department
- You will receive an email for every contract that has been issued for you
- Contact your department and/or course professor/supervisor if you have any questions about your contracts before accepting or declining
Please fill out the Biographical information. This information will only need to be entered in FRIS once.

Click on the magnifying glass(es) to see your contracts.

Your contract will open in a new window. If it doesn’t open, please check for a pop-up blocker. After reviewing your contract scroll to the bottom and click on Accept button. (Please note when you click on Accept your name and the date will automatically be filled in next to Teaching Assistant and Date – these fields are not fillable)

If you have any questions about your contract contact your department or supervisor before accepting the contract

You can also Decline the contract.
Setting up your employee netname

If you do not have an employee netname, enter your student netname and password and the system will automatically direct you to create an employee netname. If you have any issues creating your employee netname, please write to help@concordia.ca.

Your information should be automatically populated from your student account – please do not change it.

Click on Send Verification Code:

Enter the verification code that was sent to your personal email from IDCS (Concordia Account Creation Verification Code)
Ensure your Concordia student ID is entered and click on Submit.

You should receive an email from IDCS (Concordia Account Creation Success). If you do not receive an email (within 15 minutes), please first check your junk folder, then email help@concordia.ca.

The email will contain the following information:

Subject: Concordia Account Creation Success

Hello Firstname Lastname,

Your account at Concordia University has been successfully created.
Your Netname is: ABCDEFGH
Your password is: JxUxRKHfe7

To change your password, please go to
Your own unique link will be in this area of the email

Please use your Netname and password to log in to the Faculty Resource Information System (FRIS) in order to browse the posted courses and apply for courses.

If you have any questions about FRIS, please send an email to: fris-help@lists.concordia.ca.

When you follow the link to change your password, please select Employee Account
Enter your netname and then click on Submit Request

Please enter your date of birth and your postal code (case sensitive) and agree to abide by Concordia’s Policy on Computing Facilities and the consent to use the personal email for future password reset, then click Submit Request
Enter your recovery email:

You will receive another email from Concordia Accounts Management System (CAMS) – MyConcordia Account Management. Click on the link:

**Subject: Concordia Accounts Management System (CAMS) - MyConcordia Account Management**

*** PLEASE DO NOT REPLY TO THIS EMAIL ***

Dear Firstname Lastname,

We received a request to reset the password for your Concordia Netname: **ABCDEFGH**

To view your netname and proceed with the reset, click on the link below or copy and paste the URL into your browser:

- Your own unique link will be in this area of the email

This link will take you to a secure page where you can enter a new password of your choice.

For more information about your Concordia Netname account, visit the [Netname account management](#) information page.