

Teaching Assistant

Workload and Contract Signing Instructions

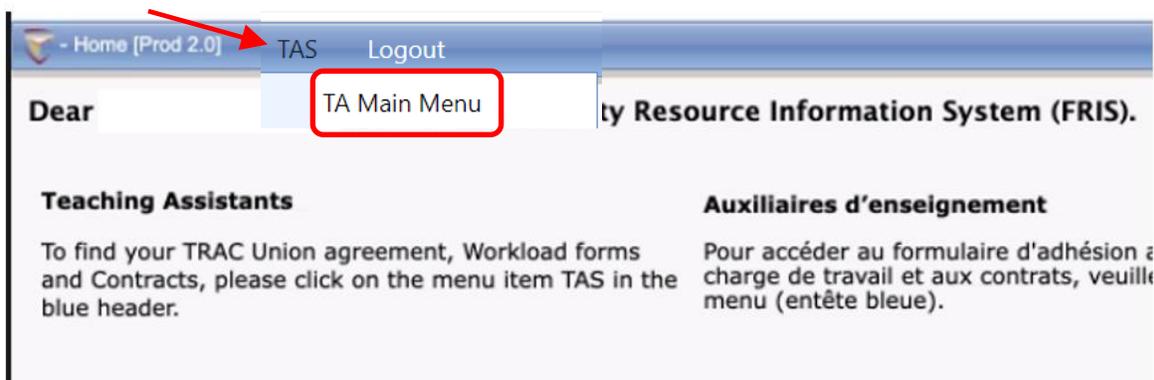
Faculty Resources Information System (FRIS)

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](#).

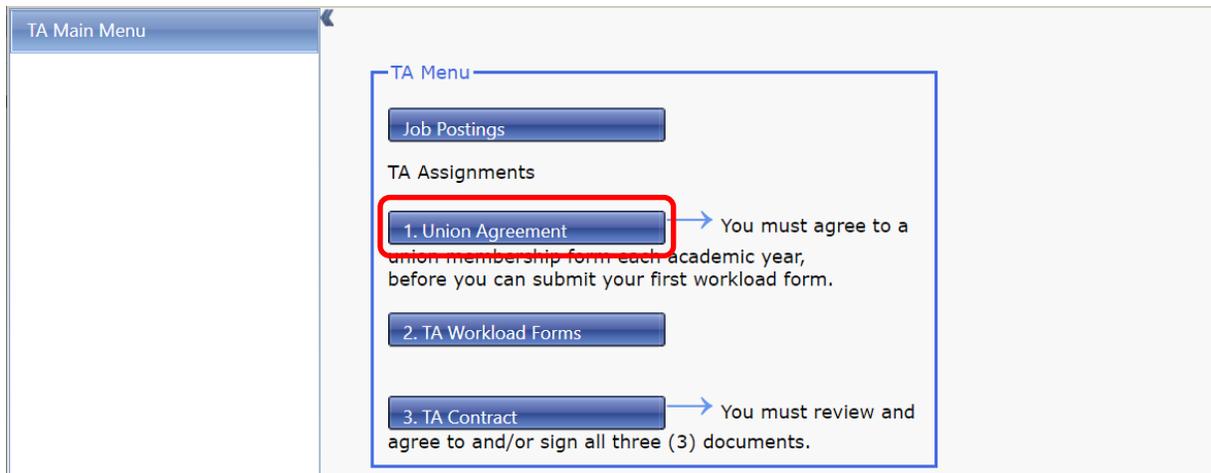
If you **have an employee netname** use it to log into FRIS <https://fris.concordia.ca/> (your student netname has an underscore (_), whereas your employee netname does not).

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.

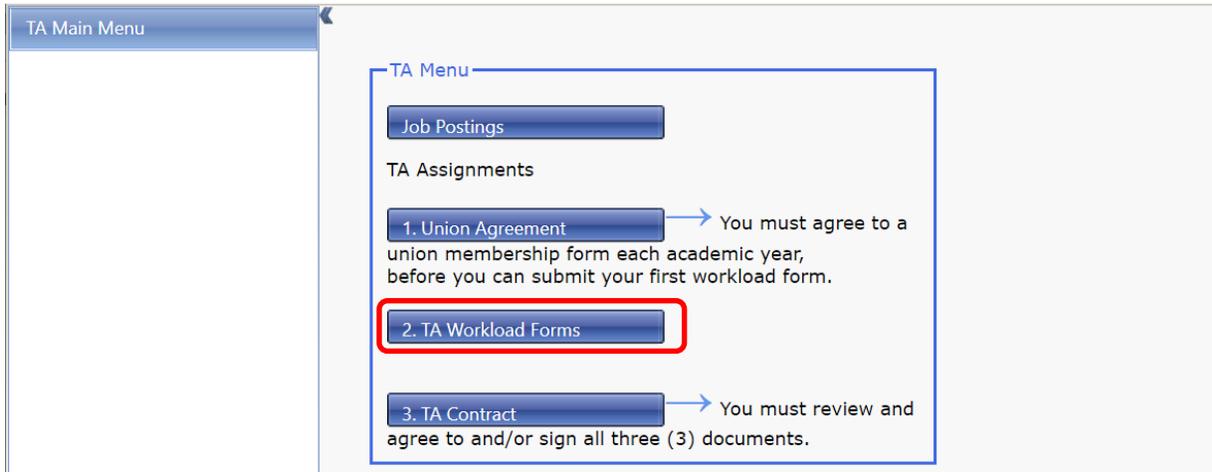
Follow the link indicated to fill out the TRAC Union membership form on the TRAC Union website.

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)

My Workload Forms

- To view and sign your workload form(s), click on the  icon next to each workload form.
- If you have any questions about your workload form(s), contact the professor and/or the department BEFORE signing your workload form(s)

Academic year: 2021 - 2022 

	Course	Title	Position Title	Last Status
	ARTH 298 /4- BL	TOPICS IN GENRE STUDIES: MUSEOLOGICAL MODES	Teaching Assistant	Pending

Page size: 30  1 items in 1 pages

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.

REVISION OF OBJECTIVES

Course Supervisor: _____
Date: _____
Chair of the Department: _____
Date: _____
Teaching Assistant: _____
Date: _____

avascript:void(0) [Accept](#) [Decline](#) [Print](#)

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 contracts 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

TA Main Menu

TA Menu

Job Postings

TA Assignments

1. Union Agreement → You must agree to a union membership form each academic year, before you can submit your first workload form.

2. TA Workload Forms

3. TA Contract → You must review and agree to and/or sign all three (3) documents.

Please fill out the Biographical information. This information will only need to be entered in FRIS once.

TA Main Menu

My TA Contracts

- To view and sign your contract(s), click on the icon next to each contract.
- If you have any questions about your contract(s), contact the professor and/or the department BEFORE signing your contract(s).

Biographical Section

Please provide your information.

Social insurance number:
(Example: 123456789)

Date of birth:
(Format: yyyy/mm/dd)

Assigned sex at birth: Female Male

Academic year: 2021 - 2022

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

Academic year: 2018 - 2019

	Department (assigned by)	Course	Title	Position Title	Status
	Art Education	ARTE 352 /2 A	LIGHT?BASED MEDIA	Teaching Assistant	Finalized

Page size: 10

6 items in 1 pages

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)

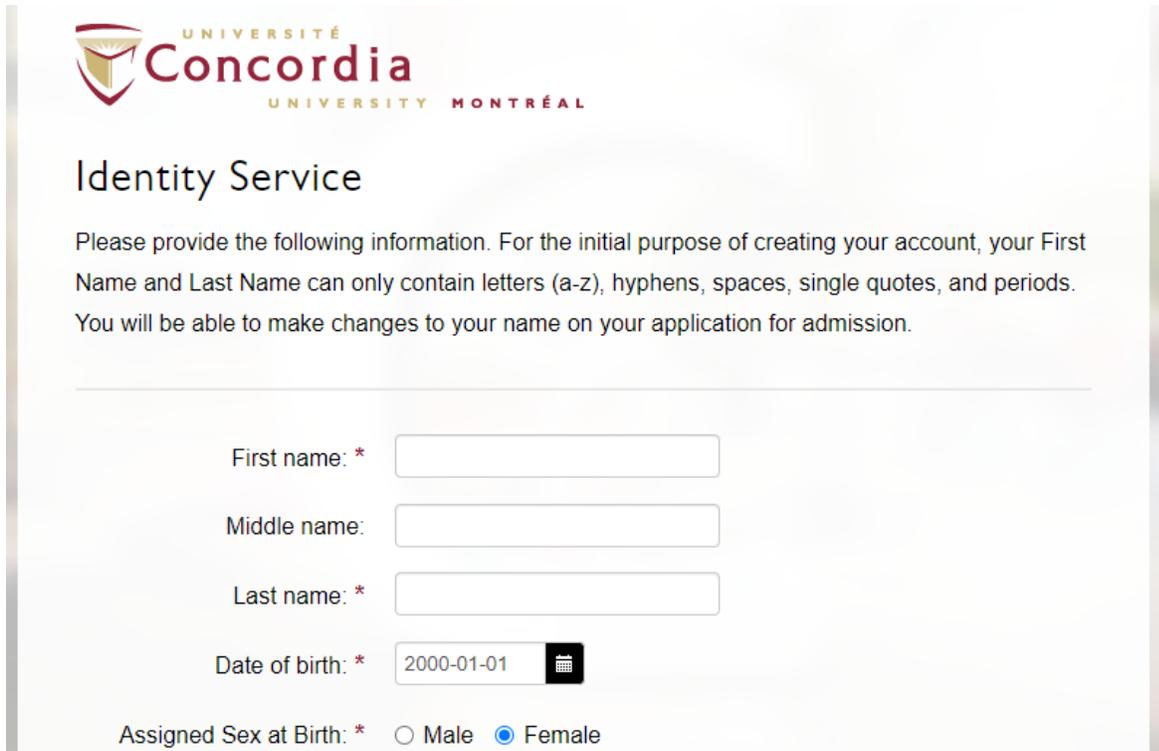
? If you have any questions about your contract contact your department or supervisor before accepting the contract

You can also Decline the contract.

Setting up your employee netname

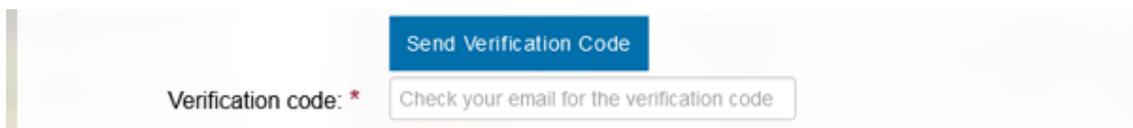
If you do not have an employee netname, enter your student netname and password and the system will automatically direct you to create an employee netname. If you have any issues creating your employee netname, please write to help@concordia.ca.

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



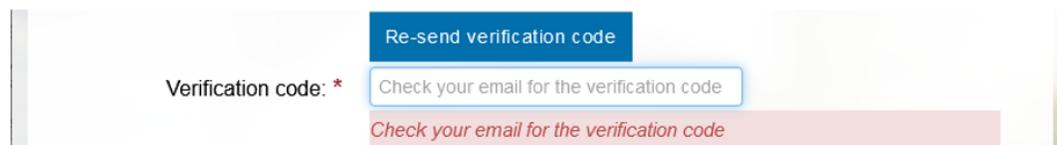
The screenshot shows the 'Identity Service' registration page for Concordia University. At the top is the university's logo and name. Below the title, there is a paragraph of instructions: 'Please provide the following information. For the initial purpose of creating your account, your First Name and Last Name can only contain letters (a-z), hyphens, spaces, single quotes, and periods. You will be able to make changes to your name on your application for admission.' The form contains several fields: 'First name: *' with an empty text box; 'Middle name:' with an empty text box; 'Last name: *' with an empty text box; 'Date of birth: *' with a date input field showing '2000-01-01' and a calendar icon; and 'Assigned Sex at Birth: *' with radio buttons for 'Male' and 'Female', where 'Female' is selected.

Click on Send Verification Code:



This screenshot shows a blue button labeled 'Send Verification Code' and a text input field for 'Verification code: *'. The input field contains the placeholder text 'Check your email for the verification code'.

Enter the verification code that was sent to your personal email from IDCS (Concordia Account Creation Verification Code



This screenshot shows the 'Verification code: *' input field with the placeholder 'Check your email for the verification code'. Above the field is a blue button labeled 'Re-send verification code'. Below the field, a red error message reads 'Check your email for the verification code'.

Ensure your Concordia **student ID is entered** and click on Submit.

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**

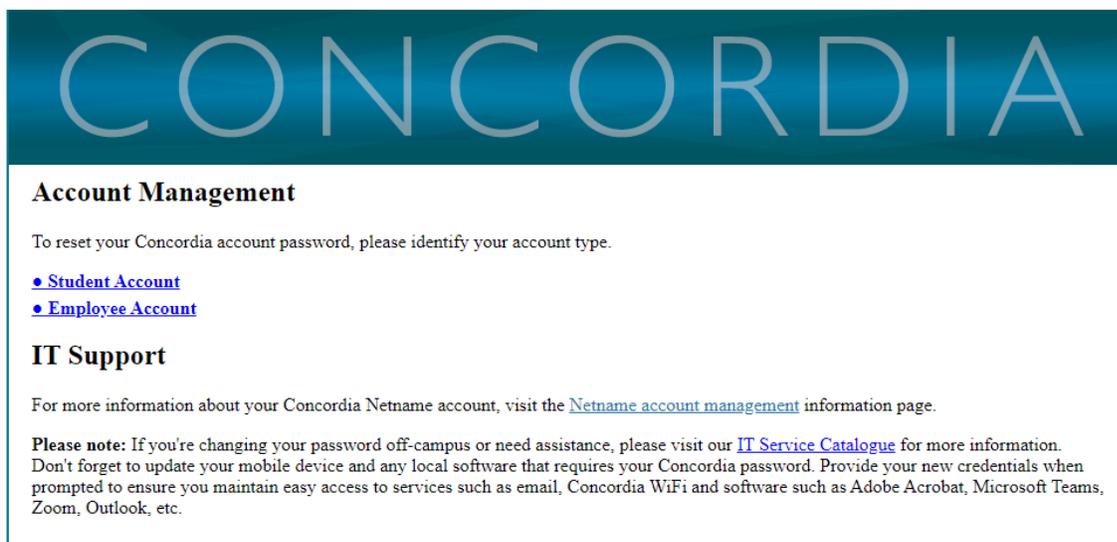
To change your password, please go to

[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**



CONCORDIA

Account Management

To reset your Concordia account password, please identify your account type.

- [Student Account](#)
- [Employee Account](#)

IT Support

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

Please note: If you're changing your password off-campus or need assistance, please visit our [IT Service Catalogue](#) for more information. Don't forget to update your mobile device and any local software that requires your Concordia password. Provide your new credentials when prompted to ensure you maintain easy access to services such as email, Concordia WiFi and software such as Adobe Acrobat, Microsoft Teams, Zoom, Outlook, etc.

Enter your netname and then click on Submit Request

CONCORDIA

Account Management

To reset your Concordia account password, please identify your account type.

- [Student Account](#)
- [Employee Account](#)

To reset your account credentials, fill in the fields below:

Employee ID or Netname:

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

- [Employee Account](#)

To reset your account credentials, fill in the fields below. The information you provide should match that which is recorded in Concordia's Human Resources (HR) system.

Date of Birth: (mm/dd/yyyy)

Postal Code: (format H9H9H9, H9H 9H9, H9H-9H9, 97979 - case insensitive)

By checking the 'I agree' box below, you are verifying that you agree to abide by all rules and regulations when using your Concordia netname to access Concordia's computing facilities.

I hereby understand that my civil liability may arise by using the facilities of Concordia University or the Netname assigned to me. I agree to comply with all the rules of operation of Concordia facilities. I further agree to use Concordia facilities only in order to try to fulfil my academic requirements or for the purposes of teaching and/or research activities for the sole benefit of Concordia University. I understand that unauthorized use of such facilities is subject to appropriate action by the University, including but not limited to the suspension of my access to the facilities. I shall comply with the law governing copyright and therefore with the University Policy on Copyright Compliance, particularly, with respect to software packages and programs. I understand that Concordia may obtain and use, as it sees fit, any or all programs developed in using the username assigned to me.

I agree to abide by Concordia's Policy on Computing Facilities ([view...](#))

I consent to use the personal email for future password reset ([view...](#))

Enter your recovery email:

• [Employee Account](#)

To reset your account credentials, fill in the personal email. The information you provide should match that which is recorded in Concordia's Human Resources (HR) system.

Recovery Email

[Send Recovery Request](#) [Cancel](#)

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.
