

Instructions

1. Complete this form and submit it to the ServiceHub (POD 150) for processing.

Please Note:

- This form is specifically for Instructors who are not Ryerson University employees who are teaching a Ryerson Class and require access to RAMSS.
- Once approved, access is granted for one academic term. Requests for access in subsequent terms must be submitted in writing on a completed Visiting Instructor ID Request Form.

Have you previously completed a Visiting Instructor ID Request Form? Yes No

If yes, please provide us with your Ryerson Online Identity: _____ @ryerson.ca

Instructor Information (REQUIRED)

Last Name (PRINT)

First Name(s) (PRINT)

Middle Name(s) (PRINT)

--	--	--	--	--	--	--	--	--	--

Email Address

Class Information (Please contact your Program Assistant should you require assistance completing this section).

Term

Fall

Winter

Spring/Summer

Subject:

--	--	--	--

 Catalog Number:

--	--	--	--

 Class Section:

--	--	--	--

Subject:

--	--	--	--

 Catalog Number:

--	--	--	--

 Class Section:

--	--	--	--

Acknowledgement

- I understand that account access is granted for one academic term. Requests for access in subsequent terms must be submitted in writing on a completed Visiting Instructor ID Request Form
- I understand that I will be sent instructions on how to access my account from Ryerson's Computing and Communications Services (CCS).
- Grading instructions and job aids are available at: www.ryerson.ca/facultysupport.

Signature

Date

Department Authorization

Program Director

Print Name	Position/Job Title	Signature	Date
------------	--------------------	-----------	------

Business Support Unit

Print Name	Position/Job Title	Signature	Date
------------	--------------------	-----------	------

Instructions

1. Complete this form and submit it to the ServiceHub (POD 150) for processing.

Please Note:

- This form is specifically for Instructors who are **not** Ryerson University employees who are teaching a Ryerson Class and require access to RAMSS.
- Once approved, access is granted for one academic term. Requests for access in subsequent terms must be submitted in writing on a completed Visiting Instructor ID Request Form.

Form Deadlines

Forms must be submitted by the appropriate term deadline (listed below). Forms submitted after the deadline will not be processed.

Fall Term: November 15

Winter Term: March 15

Spring/Summer Term:

Session 1: June 1

Session 2: June 30

Instructor ID Process

Processing Visiting Instructor ID requests requires approximately 5-10 business days.

An outline of the process can be found below:

1. Visiting Instructor completes ID Request Form
2. Completed request form is authorized by Program Director
3. Authorized request form is sent to the ServiceHub (POD 150) for processing
4. Business Support Unit (POD 70):
 - creates an Instructor profile (SAS ID).
 - links Instructor to class(es)
 - contacts Computing and Communications Services (CCS) to have Matrix ID (username) created
5. Computing and Communications Services (CCS)*:
 - notifies Instructor that their account has been created
 - provides Instructor with their Matrix ID (username)
 - advises Instructor how to access their account
6. Instructor should be able to successfully login to RAMSS and access Class and Grade Rosters.

*All communications from Ryerson's Computing and Communications Services (CCS) will be made via email.