

LFS TA APPLICATION

Brief Instruction for students:

- Use a VPN from off-campus
- Set up a profile
- Apply to TA for a course

Dear Student,

Welcome to using the LFS TA Application!

All steps to apply to TA in the Faculty of LFS take place within the LFS TA Application software.

Students will set up a profile and apply for courses. **Instructors** will review student profiles and select TAs. As **Academic Coordinator**, I will send Offer emails and several other background steps to facilitate your application and **LFS HR** will set up your payroll should you be chosen.

You can set up your profile any time, but the LFS TA Application must be **open** for you to apply to TA for a course.

The **Winter LFS TA Application** (TA App) is mandated to be open for applications from students between **March 31st - April 30th every year**, per the agreement between CUPE 2278 and UBC.

After April 30th, a student must be specifically requested by the instructor in order to apply, and the both the TA candidate and instructor should contact me directly at -lfs.ta@ubc.ca.

The **Summer LFS TA Application** is open for **10 business days ONLY**, around mid-March. Dates are announced on the LFS TA App Login page, in the **Notice** sidebar.

From off-campus, you must use a VPN (Virtual Private Network) to access the LFS TA Application software.

If you don't have a VPN installed, go to 'myVPN' on the UBC IT website for installation details and how to contact the UBC IT helpdesk. (Browser search "UBC IT myVPN help desk".)

Then go to <https://ta-app.landfood.ubc.ca/> to find the **LFS TA Application** log in page.

- Read the current notices posted on the log-in page.
- Log in with your CWL.
- Complete &/or update all sections of your profile (even if you have already been told you will be hired), including the Basic, Additional Information and Resume tabs. This is necessary in order to set up your payroll. NOTE: your profile will remain in the TA App year after year, until you delete it.
- As you work on your Profile, Graduate and Undergraduate students will have different sections appear. Complete these and keep your information updated each year so your payroll will be accurate.
- RE: the **Previous TA Experience Details** section: To list GTA (Graduate TA) positions previously held, include all information requested. Remember to include the total number of hours you worked in each position. (Undergraduate hours cannot be counted toward your GTA pay classification, but may be listed to demonstrate experience.)
TA positions held with the Faculty of Land and Food Systems after 2020 will be listed with your profile automatically by the LFS TA Application system. You may choose whether or not to enter

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them manually in this section.)

- Then, when the LFS TA Application is currently open to apply, go to Jobs, Explore or use the Explore Jobs button to apply to your course(s).
After April 30th (for Winter terms), you may only apply for courses when an instructor has specifically requested you to apply. (About mid-March for Summer terms.)
- Click on the Winter (or Summer) Term you want, find your course and click Apply. You may need to click 'Confirm to unlock'. If so, you'll go to a page asking you to confirm that your TA profile information is up-to-date. If not, you can click the tabs available to update it at that time. If it current, you can click Confirm to move forward.
NOTE: this applies mostly to Graduate students.
- IF the course lists are still locked**, check all required fields are completed in your profile, including uploading your Resume.
(NOTE: New fields are added from time to time, and will need to be completed to unlock course lists.)
- If you have done all this, and the courses are still locked, contact me directly at dfs.ta@ubc.ca .

Save your information by clicking the Update or Save button at the bottom of the page where there is one.

If your Instructor has asked you to apply, please let them know when you have done so.
If you are selected and assigned TA hours, you will receive an Offer email, usually after the LFS TA Application closes for that Session.

Regularly check the email address you supplied in the TA Application – LFS TA Application correspondence will come to that address. Your Offer email will include information you will need, including how to accept your offer in the LFS TA Application.

For help with technical problems using the LFS TA Application software, please contact the LFS Learning Centre at it@landfood.ubc.ca .

Thank you!
Best regards,
Virginia

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For all TA-related correspondence, please use dfs.ta@ubc.ca.
Link: [LFS TA Application](#)