Getting Started
Keenan Research Summer Student
PAID - 2026

Paperwork must be completed 3 weeks prior to start date.

Please note that there are two methods this year for PI's to submit info regarding your summer placement.

The first method is through PDF forms that you will need to sign off on.

The second method is electronically through ServiceNow. You will receive an email with your placement info details. You do not need to respond back to this email.

If there is info in either the forms or email that you receive that is inaccurate, please contact KRSS.Program@unityhealth.to

Who are Keenan Research Summer Students? There are opportunities for full-time undergraduate students and high school graduates who are enrolled in a relevant undergraduate program as well as full-time medical students to conduct research under the supervision of a Unity Health Toronto researcher.

Steps: Keenan Research Summer Student (Paid) Registration

1 Online Registration

2 Training

3 Activate UHT Email – you will receive an email with instructions after you complete registration

Part 1: Online Registration

Create an Account

Visit https://students.unityhealth.to/public/login to get started!

Scroll down to *New Student? Register here!* and click on register. Make sure to register using your personal or University email (do not use your Unity Health Toronto email, if you have one already!).

Verify your registration: check your inbox for a verification link.

If you are a returning student and have already completed a profile, please contact KRSS.Program@unityhealth.to.

Fill in your basic information, local address, emergency contact and click on agree after you have read the code of conduct and privacy and confidentiality agreement.

My Placements

Click on **MY PLACEMENTS** on the left menu. Click on create placement at the top of the page.

Please note once you click submit; you will not be able to edit any of the information in this section.

Modify Site/Student Type

Select St. Michael's Inspired Care. Inspiring Science. or ST JOSEPH'S HEALTH CENTRE TORONTO . Under student type, select research. Code of conduct policy schedule A will appear, select Agree. Review the privacy and confidentiality agreement and select Agree.

For research title, select Keenan Research Summer Student.

Supervisor Details
Fill in your St. Michael's supervisor's details (name and email). If you have a research program manager, please fill in their details as well (name and email).

Placement Information
Fill in your start and estimated end date (please check with your supervisor prior to filling in these dates.)

Placement Conflicts of Interest
Please answer these two questions listed in this section and click on submit.

My Requirements

Click on **MY REQUIREMENTS** in the left navigation menu. Please complete the following courses:

Unity Health Courses:
    a. Research Privacy Training
    b. I-PAC e-learning Module
    c. WHMIS
    d. Workplace Violence
    e. AODA Customer Service and Integrated Accessibility Standards
    f. Hand Hygiene
    g. Worker Health and Safety
    h. Infection Prevention and Control

My St. Michael's Courses:
    i. Fire and Safety

Part 2: Complete your Registration

Please email the following to KRSS.Program@unityhealth.to:

- If you receive a notification email from ServiceNow regarding your summer placement, you do not need to respond back. **However, if you receive a PI package of forms then this must be signed by both PI and yourself** (the student) –
See the "PI Package" pdf in the "Summer Student" section at this link https://unitynet.unity.local/departments-programs-services/research/research-employment/create-a-new-position-students/

- Confirmation of enrollment in an undergraduate or medical school program. This can be in the form of an offer letter, transcript or screenshot of course enrollment

- You must also upload your resume and ensure that you submit an application through the Unity Health Toronto Talent Pool via the link below, please follow the steps below. This is mandatory and must be completed at least **3 weeks** prior to your start date.

  - Click this link Candidate Space (inforcloudsuite.com)
  - Click Login (on the top right) and Register and make an account with us and submit your CV and Resume.
  - If the system says, you already have an account with us, consider this step completed.

- Resume/CV

ACCEPTABLE ID FOR SECURITY

As per eHealth Ontario specifications, individual seeking security credentials at Unity Health Toronto must present an identity document chosen from the list of Primary Identity Documents below, and a second document chosen from either of the lists below.

Primary Identity Documents
- Birth Certificate issued by a Canadian Province or Territory
- Canadian Certificate of Birth Abroad
- Certificate of Canadian Citizenship
- Canadian Certificate of Indian or Metis Status
- CANPASS
- Citizenship Identification Card
- Driver's Licence
- Firearm Registration Licence
- Certification of Naturalization
- Nexus
- A valid Passport issued by a foreign jurisdiction
- Canadian Passport
- Confirmation of Permanent Resident (IMM 5292)
- Permanent Resident Card
- Statement of Live Birth from Canadian Province (Certified Copy)
- Citizenship and Immigration Canada-Refugee Protection Claimant Document
- Canadian Permanent Resident Card
- Ontario Photo Card

Secondary Identity Documents
- BYID Card (Formerly Age of Majority Card)
- Canadian Convention Refugee Determination Division Letter
- Canadian Employment Authorization
- Canadian Immigrant Visa Card
- Canadian Minister's Permit
- CNIB (Canadian National Institute for the Blind) Photo Registration Card
- Canadian Police Force Identification Card
- Canadian Student Authorization
- Certificate issued by a government ministry or agency
- Current Employee Card from a Sponsoring Organization
- Federal, Provincial, or Municipal Employee Card
- Other Federal ID Card, including Military
- Judicial ID Card
- Document showing the registration of a legal change of name accompanied by evidence of use or prior name for the preceding 12 months.
- Old Age Security Card
- Ontario Ministry of Natural Resources Outdoors Card
- Current Registration Document from the College of a Health Profession
- Current Professional Association Licence/Membership Card for any Regulated Health Profession
- Record of Landing (IMM 1000)
- Student Identification Card
- Union Card
- Blind Persons Right Act ID Card