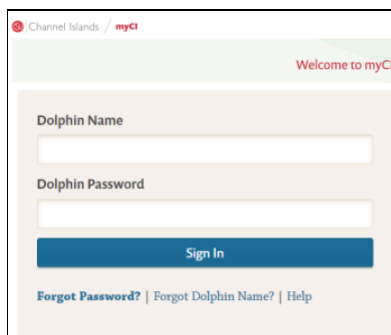


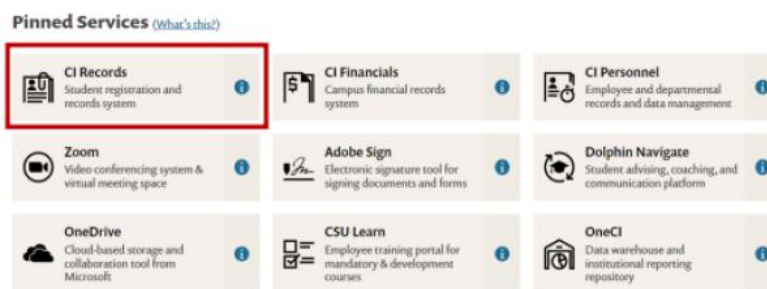
Accessing a 1098-T Form in myCI

1. Login to myCI portal.
 - Dolphin Name and Password are case sensitive.
 - If you forgot your password, click on **'Forgot Password'**.

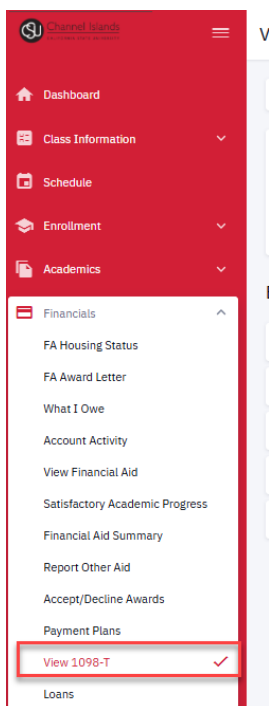


The image shows the myCI login page. At the top, it says "Channel Islands / myCI" and "Welcome to myCI". Below this, there are two input fields: "Dolphin Name" and "Dolphin Password". A blue "Sign In" button is positioned below the password field. At the bottom, there are links for "Forgot Password?", "Forgot Dolphin Name?", and "Help".

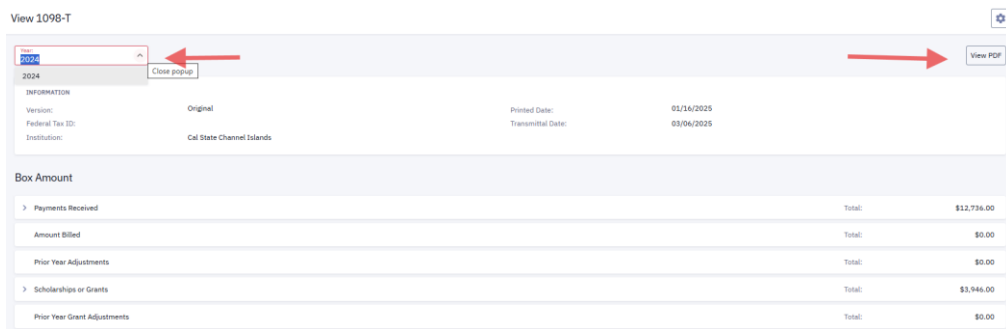
2. Locate and click on the **'CI Records'** tile. You will be routed to your Student Dashboard.



3. Select **'View 1098-T'** from **'Financials'** section in the menu bar on the left-hand side.



4. Select the appropriate tax year from the dropdown to populate the form.
 - Please Note: If you use a pop-up blocker, you will have to disable it to display your 1098-T.
 - You may also view the form as a PDF by selecting 'View PDF' on the upper right-hand corner.



Box Amount		
> Payments Received	Total:	\$12,756.00
Amount Billed	Total:	\$0.00
Prior Year Adjustments	Total:	\$0.00
> Scholarships or Grants	Total:	\$3,946.00
Prior Year Grant Adjustments	Total:	\$0.00

5. Helpful tips when accessing Form 1098-T via PDF:

1. When accessing the form via PDF, please ensure pop-up blockers are disabled in your browser settings.
 - The form is a pop-up, if pop-up blockers are enabled you will not be able to access the form.
2. Ensure you access the form from a desktop computer, not a tablet or phone.
3. Microsoft Edge or Google Chrome are the preferred web browsers when accessing the form via PDF.

Please visit www.csuci.edu/sbs for the most current information about the 1098-T form.

For additional support, feel free to contact us via email at sbs@csuci.edu or by phone at (805) 437-8810. We also welcome in-person visits. Our office is located on the first floor of Marin Hall.