**Electronic consent for Form 1098-T:**

1. Log on to [https://myci.csuci.edu](https://myci.csuci.edu) or connect through [www.csuci.edu](http://www.csuci.edu) and click on the myCI icon.

2. Sign in using your Dolphin name and Dolphin password. If you forgot your password, click “Forgot Password” and follow the instructions.

3. After entering your myCI portal, click on “CI Records”. This will take you to your self service page.

4. Go to the Finances section of the page and click on the drop down menu to choose “view 1098-T”, then click on the double arrow button to the right.

5. Click on the “Grant Consent” button to proceed to the 1098-T Consent Agreement page.

6. Read the 1098-T Consent Agreement, click the check box that you have read the agreement and then click on the “submit” button.
7. A 1098-T Consent Confirmation will display. Click on the “view 1098-T selection” to proceed to view your forms.

8. A 1098-T Consent Confirmation will display. Click on the “view 1098-T selection” to proceed to view your forms. The available forms will be listed. Click on the link under tax year to view the form.

**Withdrawal of consent:** Students can withdrawal from receiving an electronic form by January 10, 2020 by sending an email to **studentaccounting@csuci.edu** from the student’s **CSUCI email account**. Requests from personal non-CSUCI email addresses will **not** be processed. A confirmation of the request will be sent via email and is effective on the date of the request. Once a student revokes’ their consent, any future paper Form 1098-T will be mailed to the address listed on the student’s myCI account.

**Consent for electronic forms:** All eligible students will receive an electronic form unless the withdrawal of consent process is completed by the specified deadline. Forms will be available 24/7 on or by January 31st.

**Important:** Students should be checking their myCI email on a regular basis for important information about the Form 1098-T. All students must have a correct Social Security Number (SSN) or correct Individual Taxpayer Identification Number (ITIN) on file with the University. Students must update this information as necessary.