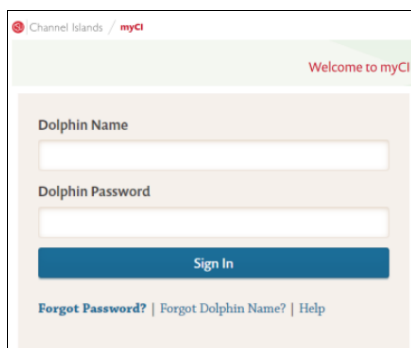


Student Business Services
Marin Hall – First Floor
Phone: (805) 437-8810
Email: sbs@csuci.edu

How to view Account Activity

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



Channel Islands / myCI

Welcome to myCI

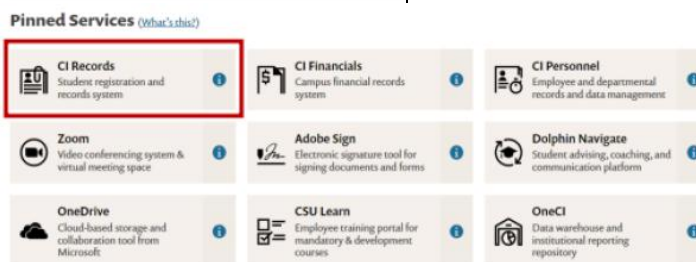
Dolphin Name

Dolphin Password

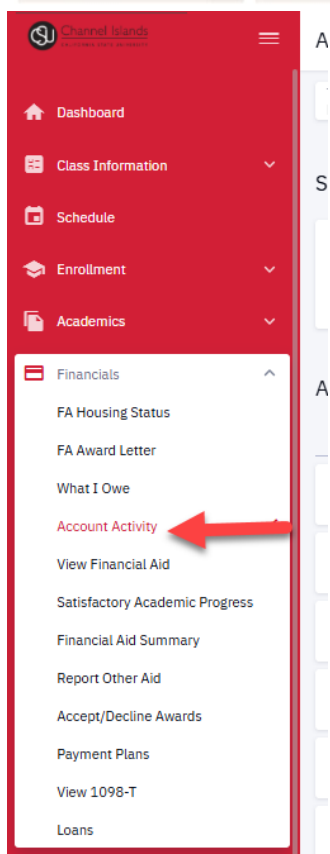
[Sign In](#)

[Forgot Password?](#) | [Forgot Dolphin Name?](#) | [Help](#)

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

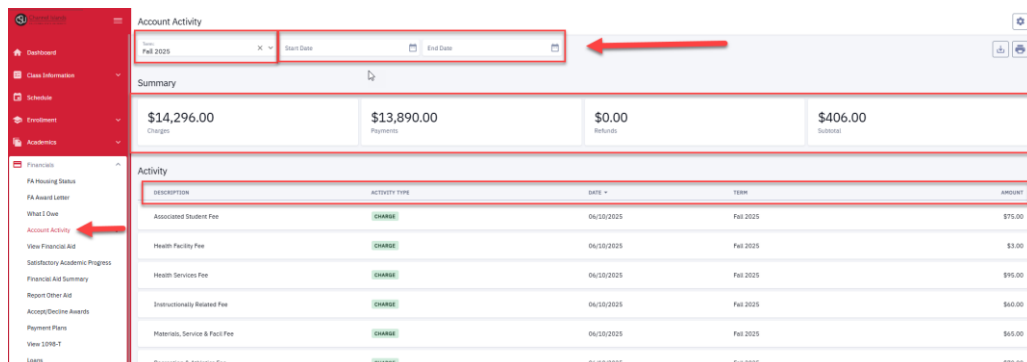


3. From the left-hand menu, go to the **'Financials'** section and click on **'Account Activity'**.



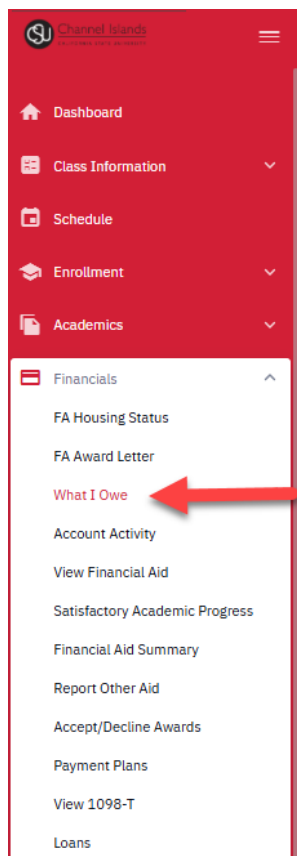
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4. In the **Account Activity** section, use the **Term** dropdown to filter by a specific term or view all terms. This allows you to review charges, payments, and refunds associated with each term.
5. To organize the line item details, click on any column header in the **Activity** section. This will sort the entries based on the selected column.



DESCRIPTION	ACTIVITY TYPE	DATE	TERM	AMOUNT
Associated Student Fee	CHARGE	06/10/2025	Fall 2025	\$75.00
Health Facility Fee	CHARGE	06/10/2025	Fall 2025	\$3.00
Health Services Fee	CHARGE	06/10/2025	Fall 2025	\$95.00
Instructionally Related Fee	CHARGE	06/10/2025	Fall 2025	\$60.00
Materials, Service & Facility Fee	CHARGE	06/10/2025	Fall 2025	\$65.00
Recreation & Athletics Fee	CHARGE	06/10/2025	Fall 2025	\$70.00

6. To view your account balance, select '**What I Owe**' from the left-hand menu bar.



Financials
FA Housing Status
FA Award Letter
What I Owe
Account Activity
View Financial Aid
Satisfactory Academic Progress
Financial Aid Summary
Report Other Aid
Accept/Decline Awards
Payment Plans
View 1098-T
Loans

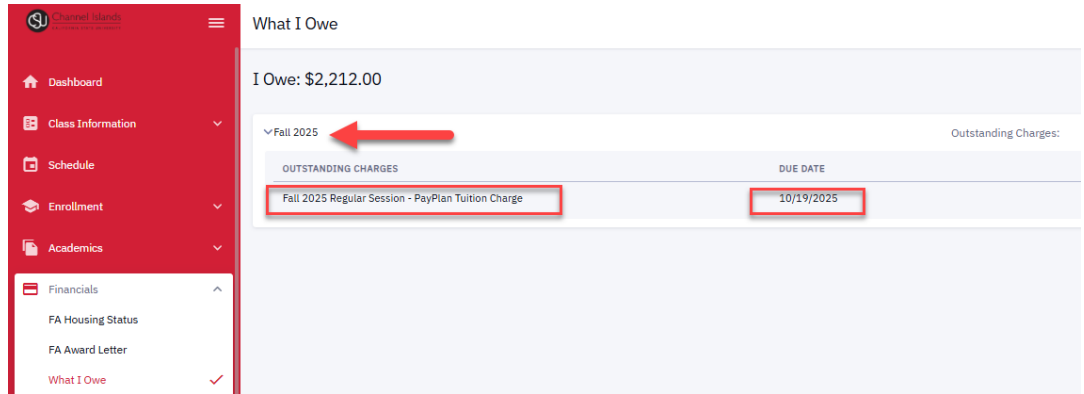
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7. Select the Term dropdown to view a detailed list of charges and corresponding due date.



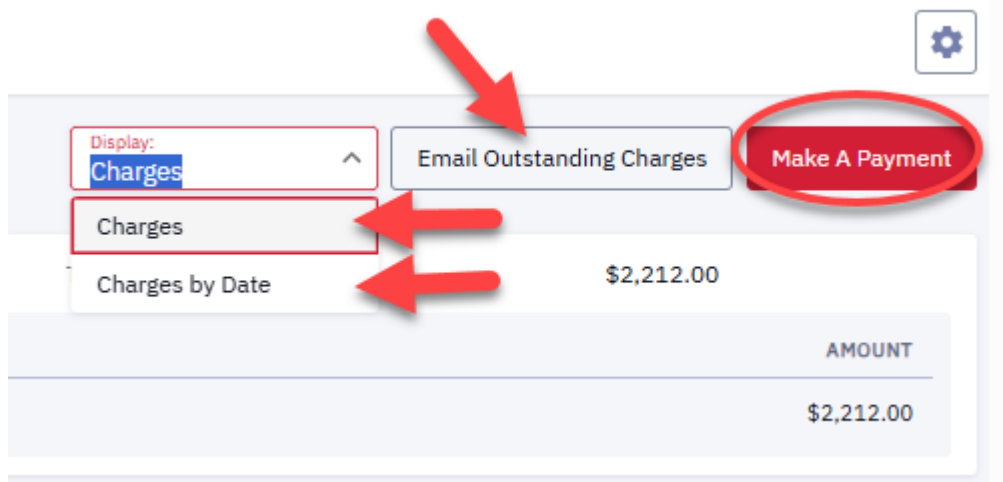
What I Owe

I Owe: \$2,212.00

▼ Fall 2025

OUTSTANDING CHARGES	DUE DATE
Fall 2025 Regular Session - PayPlan Tuition Charge	10/19/2025

8. The following options are available from the **'What I Owe'** section:
 - Display 'Charges' or display 'Charges by Due Date'.
 - Email Outstanding Charges
 - Make A Payment



Display: Charges

Charges

Charges by Date

Email Outstanding Charges

Make A Payment

\$2,212.00

AMOUNT
\$2,212.00