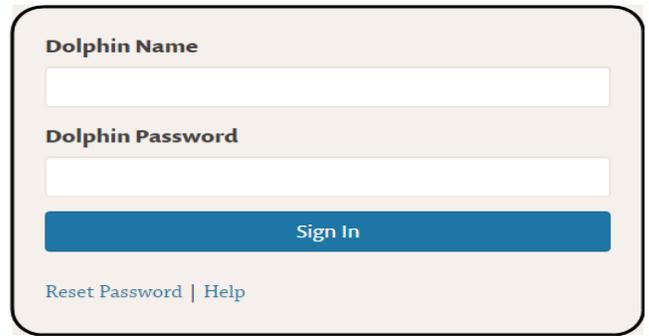


Accessing a 1098-T Form in myCI:

Login:

1. Log on to <https://myci.csuci.edu> or connect through www.csuci.edu and click on the myCI icon.
2. Sign in using your User ID and password. If you forget your password, click “Forgot Password” and follow the instructions.
3. After entering your myCI, click on “CI Records” under “My Links”. This will take you to your self-service page.



The login form is titled "myCI" and contains two input fields: "Dolphin Name" and "Dolphin Password". Below the password field is a blue "Sign In" button. At the bottom of the form, there are links for "Reset Password" and "Help".



Accessing the 1098-T form:

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.



The screenshot shows the "Finances" section of the myCI interface. On the left, under "My Account", there are links for "Account Inquiry", "Enroll In Direct", and "Deposit". Under "Financial Aid", there are links for "View Financial Aid" and "Accept/Decline Awards". At the bottom of this list, a dropdown menu is open, showing "View 1098-T" selected, with a double arrow button to its right. On the right side, an "Account Summary" box shows "You owe 3,301.00." with a breakdown: "Due Now 1,123.66" and "Future Due 2,177.34". Below this, it states "Currency used is US Dollar." At the bottom right, there are links for "Important Student Fee Information" and "Make a Payment".

Accessing a 1098-T Form in myCI:

5. Click on the appropriate tax year to populate the form.
 - a. **Caution:** If you experience issues, please follow the instructions under “Note”

Additional Information:

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

Account Inquiry Account Services
enroll in payment plan 1098t tax form

View 1098-T

Years listed indicate which 1098-T statements are available for you to access. Please note that the Printed Date will only be visible for years you received a paper copy. Click the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, click the Box Amount Tab. View the details by clicking on the hyperlink on the Amount field.

Note:
1. If you use a pop up blocker, you will have to disable it to display your 1098-T.
2. If there is no hyperlink for the amounts, detail information is not available. Please contact your Bursar's office should you need more information.

View 1098-T

General Box Amount

Tax Year	Version	Federal Tax ID	Institution	Printed Date	Transmittal Date
2016	Original	912153805	Cal State Channel Islands		

Account Inquiry Account Services
Enroll In Payment Plan 1098t Tax Form

go to ...