Accessing the Student Center

1. Go to my.cityu.edu

2. Sign in using your Username and Password
3. Look for the “Student Center” tab at the top of the page

4. Student Center Homepage
a. You will notice that the student center is broken into various sections
   i. Academics
   ii. Finances
   iii. Personal Information
   iv. Holds
   v. Enrollment Dates
   vi. Student Service Links
   vii. Academic Affairs Links
   viii. Help Center
General premise—Electronic 1098-T

Beginning the 2009 Tax year 1098-T information is available online. Students that grant consent will be able to view their 1098-T as soon as City University of Seattle generates and validates the data. We will have the 1098-T data validated and available online by mid-January. Students who do not give electronic consent can expect the paper forms to be mailed by the end of January.

Granting consent for electronic 1098-T

1. In the Finances section, look for the link labeled “View 1098-T Data”
2. If you wish to grant consent to receive the information via the student center click

  [Grant Consent]
3. Carefully read the 1098-T Consent Agreement and click the checkbox labeled “Yes, I have read the Agreement”

4. Click
5. A consent confirmation page will display
6. Once the 1098-T information for the tax year has been validated

students can select the button to view information
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.

Note:
1. If you use a pop up blocker, you may have to disable it to display your 1098-T.
2. To view the details of your account for the tax year, return to the Student Center and click on the right-hand link titled 'Financial Account Statement'. Please contact the Business Office should you need more information.

### View 1098-T

<table>
<thead>
<tr>
<th>Tax Year</th>
<th>Version</th>
<th>Federal Tax ID</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>Original</td>
<td>237421224</td>
<td>City University of Seattle</td>
</tr>
</tbody>
</table>

7. Information will be displayed by Tax year, to view simply click the year you wish to view

### View 1098-T

*Online 1098T forms for 2009 will be available during the week of 1/18/2010.*

8. If the information has not yet been validated, student will see a message with the date for when to expect the information