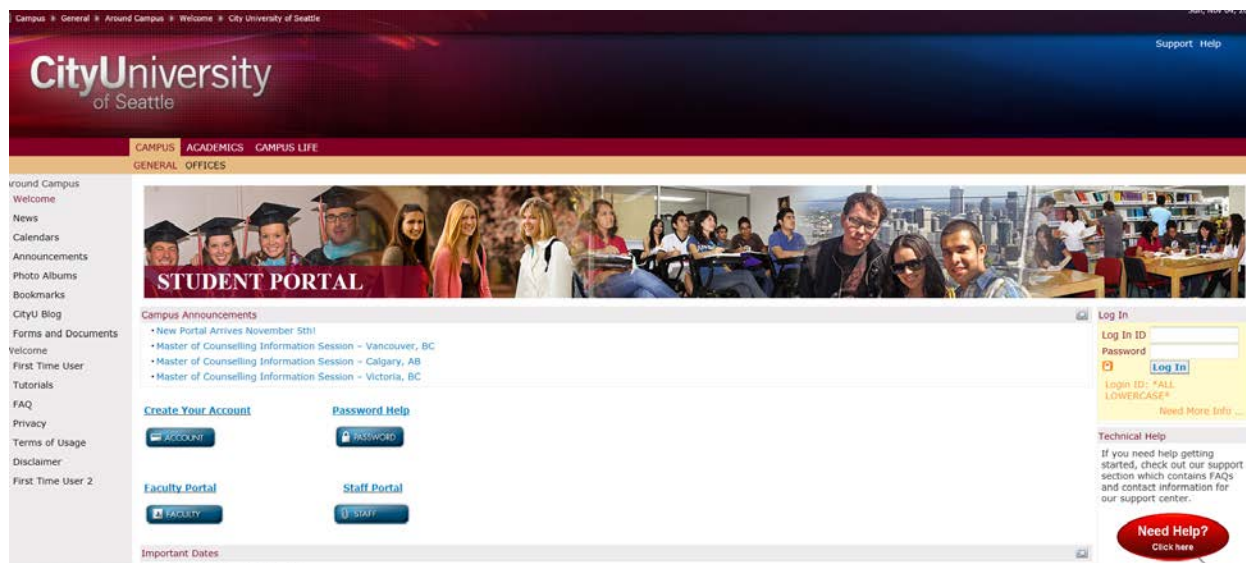


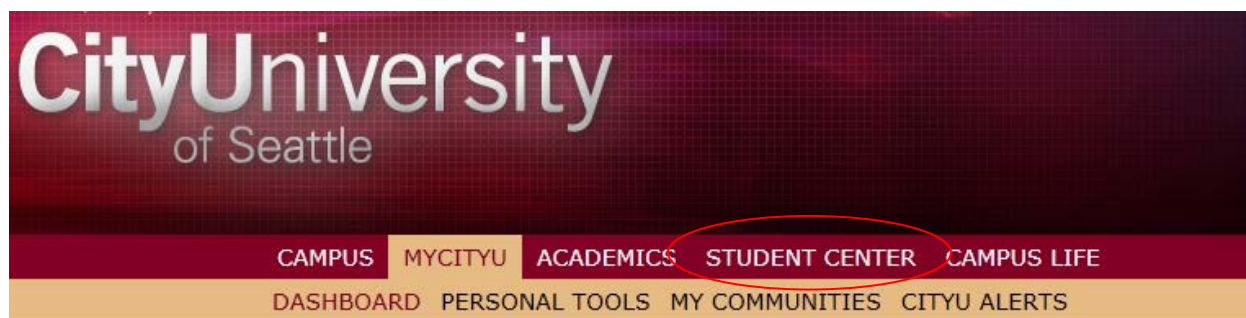
Student Center – Electronic 1098T



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

Kathleen's Student Center

The screenshot displays the 'Kathleen's Student Center' interface. It features three main navigation tabs: Academics, Finances, and Personal Information. The Academics tab is active, showing a message that the user is not enrolled in classes and providing links for Search, Plan, Enroll, and My Academics. The Finances tab shows a message about no outstanding charges and links for My Account and Financial Aid. The Personal Information tab shows demographic data and contact information. A sidebar on the right contains a search bar, a 'SEARCH FOR CLASSES' button, and several service links: Holds, Enrollment Dates, Advisor (Beverly Johnson), Student Service, Academic Affairs, and Help Center.

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

You are not enrolled in classes.

[enrollment shopping cart ▶](#)

other academic... ▼ ▶▶

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)

You have no outstanding charges.

[make a payment ▶](#)

Personal Information

[Demographic Data](#)
[Names](#)

Contact Information

Home Address	Mailing Address
	None
----- Home Phone	Campus_email
	r@cityu.edu

other personal... ▼ ▶▶

SEARCH FOR CLASSES

Holds
No Holds.

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor
Beverly Johnson
253/896-3213
[details ▶](#)

Student Service
[Buy Books Online](#)
[Education Verification](#)

Academic Affairs

Help Center
[Having Technical Trouble?](#)

Kathleen's Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

You are not enrolled in classes.

enrollment shopping cart ▶

other academic... ▼▶▶

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)

You have no outstanding charges.

make a payment ▶

Personal Information

[Demographic Data](#)
[Names](#)

Contact Information

Home Address	Mailing Address None
Home Phone	Campus_email r@cityu.edu

other personal... ▼▶▶

SEARCH FOR CLASSES

Holds
No Holds.

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor
Beverly Johnson
253/896-3213
[details ▶](#)

Student Service
[Buy Books Online](#)
[Education Verification](#)

Academic Affairs

Help Center
[Having Technical Trouble?](#)

- 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

The screenshot displays a student portal interface. The 'Academics' section includes a search bar, a 'SEARCH FOR CLASSES' button, and a 'This Week's Schedule' table. The 'Finances' section contains a 'My Account' area with a red circle around the 'View 1098-T Data' link, and a message stating 'You have no outstanding charges at this time.' The right sidebar shows 'Holds', 'Advisor' (Jill Hammitt), 'Student Service' (Buy Books Online, Education Verification, Financial Account Lookup), and 'Academic Affairs'.

This Week's Schedule		
	Class	Schedule
	ITMGMT 520-01 LEC (1287)	Mo 12:00AM - 12:00AM Room: TBA

1. In the Finances section, look for the link labeled “View 1098-T Data”

Account Inquiry

Electronic Payments/Purchases

Account Services

View 1098-T



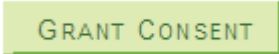
You have not consented to receive your 1098-T via on-line access instead of through the US Mail. Click the Grant Consent push button to allow on-line receipt for future tax years. Save paper and get your information more quickly with on-line access.

GRANT CONSENT

[Account Inquiry](#) [Electronic Payments/purchases](#) [Account Services](#)

go to ...



2. If you wish to grant consent to receive the information via the student center click 

1098-T Consent



1. 1098-T Consent Agreement

I agree to receive my 1098-T Tax form electronically through on-line access. By giving consent you agree to receive your 1098-T Tuition Statement electronically. You will not receive a 1098-T form via US mail for this or future tax years unless consent is revoked. The consent agreement can be revoked at any time by emailing the Business Office at Billing@CityU.edu prior to the preparation of the yearly tax form. Any change in consent after the preparation of the yearly tax form will remain in effect for future tax years.

The tax information is available under your account on the student services center. To view and print your 1098-T:

1. Access your student account through the Student Services Center
2. Click the "View 1098-T" Link under the Finances section. Click the Cancel push button to exit the 1098-T Consent process.

The agreement is dated: 01/12/2010

Yes, I have read the agreement

CANCEL

SUBMIT

3. Carefully read the 1098-T Consent Agreement and click the checkbox labeled "Yes, I have read the Agreement"

4. Click

SUBMIT

2. 1098-T Consent Confirmation



You have elected to receive your 1098-T electronically instead of through the US mail. Click the View 1098-T Selection button to continue viewing your 1098-T.

VIEW 1098-T SELECTION

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

students can select the

VIEW 1098-T SELECTION

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

General		Box Amount			
Tax Year	Version	Federal Tax ID	Institution	Printed Date	Transmittal Date
2009	Original	237421224	City University of Seattle		

go to ...

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.

go to ...

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