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.

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

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**Additional Information:**
Please visit [www.csuci.edu/sbs](http://www.csuci.edu/sbs) for the most current information about the 1098-T form.