How to view your “Account Inquiry”

1. Open Internet Explorer and browse to https://myci.csuci.edu or connect through www.csuci.edu and Log into your MyCI account.

2. After you have logged into your myCI, a webpage containing your email, files, and records will be displayed. Under My Account click on the ‘CI Records’ link in your MyCI portal.

3. Now, on your Student Center page click on the ‘Account Inquiry’ link.

4. Then click on the ‘Charges Due’ link.
5. On this page you are able to see what your amount due is and what the exact due date is (highlighted area).

6. If you wish to see your account activity simply click on the ‘activity’ tab where the arrow is pointing.

7. Under ‘Account Activity’ you have the ability to see all of the charges and payments on your account in time frame you have selected to view.

8. If you would like to view a payment history you have the ability to click on the ‘payments’ tab.

9. Under the ‘Payments’ tab you have the ability to view all payments you have made and any financial aid transactions in time frame you have selected.