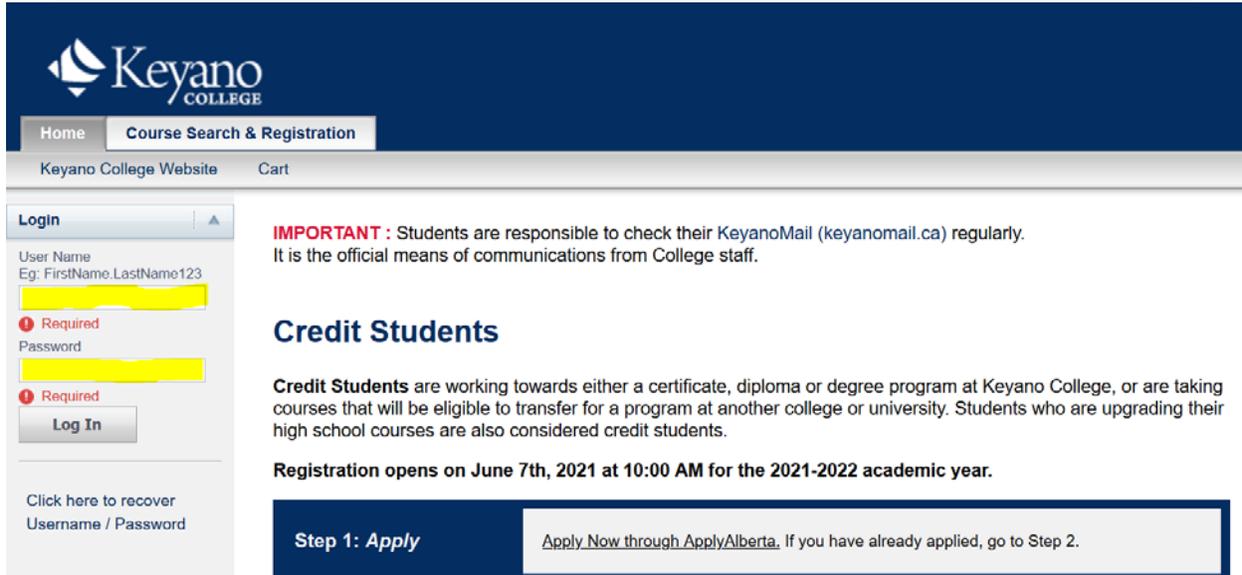


How to View T2202 Tax Receipt

1. Login to Self Service.

<https://selfservice.keyano.ca/SelfService/Home.aspx>



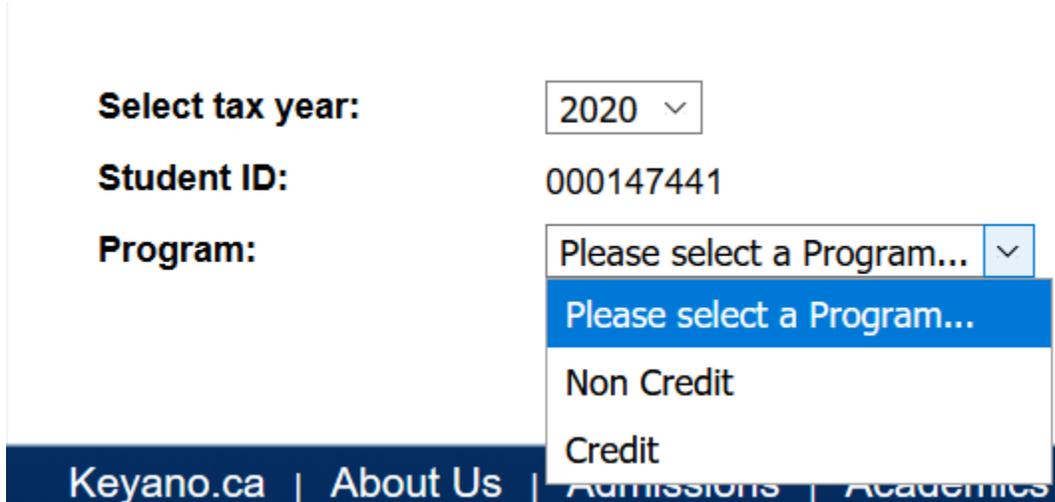
The screenshot shows the Keyano College Self Service login page. At the top, there is a navigation bar with 'Home' and 'Course Search & Registration' tabs. Below this, there is a 'Login' section with fields for 'User Name' (with an example 'Eg: FirstName.LastName123') and 'Password', both marked as 'Required'. A 'Log In' button is present. To the right of the login section, there is an 'IMPORTANT' notice: 'Students are responsible to check their KeyanoMail (keyanomail.ca) regularly. It is the official means of communications from College staff.' Below this, there is a section for 'Credit Students' with a definition and a registration notice: 'Registration opens on June 7th, 2021 at 10:00 AM for the 2021-2022 academic year.' At the bottom of the page, there is a dark blue banner with 'Step 1: Apply' and a link to 'Apply Now through ApplyAlberta. If you have already applied, go to Step 2.'

2. Select **My Finances**, then select **T2202A tab**.



The screenshot shows the 'My Finances' page in the Keyano College Self Service system. The navigation bar at the top has 'Home', 'Course Search & Registration', 'My Classes', 'My Finances' (highlighted in yellow), and 'My Grades' tabs. Below the navigation bar, there are links for 'Balance', 'T2202A' (highlighted in yellow), 'T4A', and 'Agreements'. The main content area shows the 'T2202A' tab selected.

3. Scroll to the bottom and select the year you were registered in the program, (***not*** the year payment was made) and if it was Noncredit or Credit.



Select tax year: 2020 ▾

Student ID: 000147441

Program: Please select a Program... ▾

- Please select a Program...
- Non Credit
- Credit

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4. Click on the printer icon to generate the T2202.

Generate report: 

5. Remember to log out of Self Service and close the browser when you are finished.