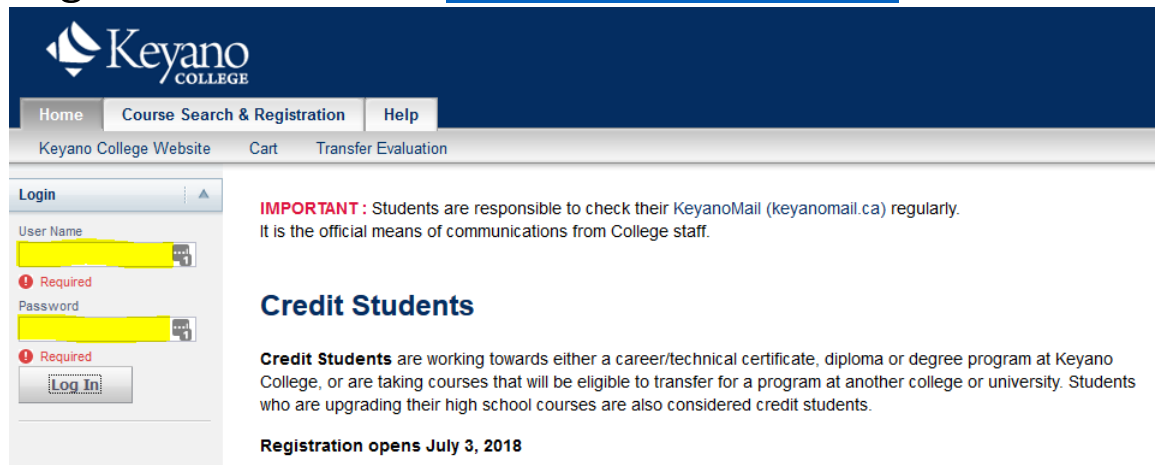


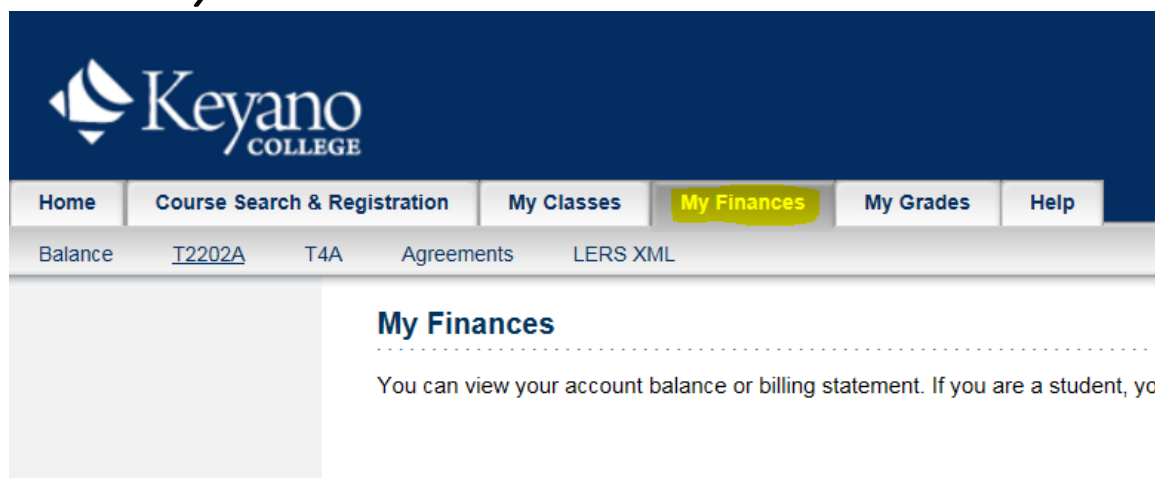
How to View T2202A

1. Login to self-service selfservice.keyano.ca



The screenshot shows the Keyano College self-service login page. At the top, there is a navigation bar with the Keyano College logo and menu items: Home, Course Search & Registration, and Help. Below this, there are links for Keyano College Website, Cart, and Transfer Evaluation. On the left, there is a 'Login' section with a 'User Name' field (highlighted in yellow), a 'Required' indicator, a 'Password' field (highlighted in yellow), another 'Required' indicator, and a 'Log In' button. 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 the notice, there is a section titled 'Credit Students' with a definition: 'Credit Students are working towards either a career/technical certificate, diploma or degree program at Keyano College, or are taking courses that will be eligible to transfer for a program at another college or university. Students who are upgrading their high school courses are also considered credit students.' At the bottom of this section, it says 'Registration opens July 3, 2018'.

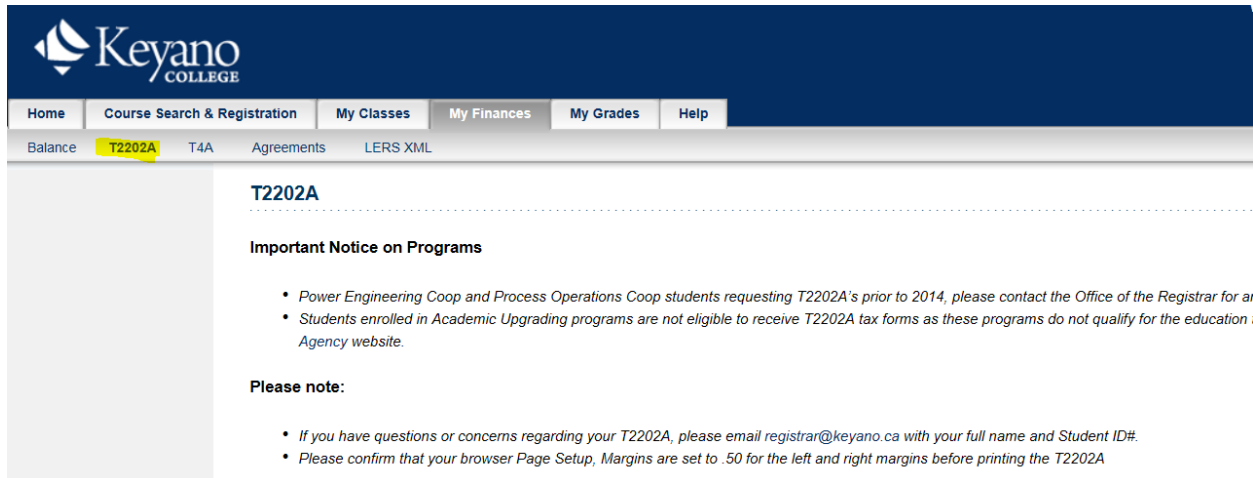
2. Select *My Finances*



The screenshot shows the 'My Finances' page on the Keyano College self-service portal. The navigation bar at the top includes the Keyano College logo and menu items: Home, Course Search & Registration, My Classes, My Finances (highlighted in yellow), My Grades, and Help. Below the navigation bar, there are links for Balance, T2202A (highlighted in yellow), T4A, Agreements, and LERS XML. The main content area is titled 'My Finances' and contains the text: 'You can view your account balance or billing statement. If you are a student, you'.

3. Select **T2202A** (2nd on left).

Select the year you were registered in the program, **not** the year payment was made.



The screenshot shows the Keyano College website interface. At the top, there is a dark blue header with the Keyano College logo and name. Below the header is a navigation menu with tabs for Home, Course Search & Registration, My Classes, My Finances, My Grades, and Help. Underneath the navigation menu is a secondary menu with links for Balance, T2202A (highlighted in yellow), T4A, Agreements, and LERS XML. The main content area is titled "T2202A" and contains an "Important Notice on Programs" section. This section includes two bullet points: "Power Engineering Coop and Process Operations Coop students requesting T2202A's prior to 2014, please contact the Office of the Registrar for ar" and "Students enrolled in Academic Upgrading programs are not eligible to receive T2202A tax forms as these programs do not qualify for the education t Agency website." Below this is a "Please note:" section with two bullet points: "If you have questions or concerns regarding your T2202A, please email registrar@keyano.ca with your full name and Student ID#" and "Please confirm that your browser Page Setup, Margins are set to .50 for the left and right margins before printing the T2202A".

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