Overview
This is an instruction for selecting the Electronic Delivery Print Option, viewing and printing 1098T Data.
View and Print 1098T Data

Navigate to MyCSUEB

1. Enter the URL in your browser: http://my.csueastbay.edu.

2. Click the appropriate navigational button in your browser.

The MyCSUEB portal home page displays

3. Enter your NetID and Password in the Sign In box.

4. Click the Sign In button.

5. Click on the Student Center link.

Your Student Center page displays

6. Scroll down to Finances section.

7. Click on the 1098T Print Option link.
The 1098-T Options page displays

8. Select a print option and click the Save button.

9. From the drop down menu, select Student Center and click the Arrows to go back to the previous page.
Your Student Center page displays

10. Click on the **1098T Detail Inquiry** link to view and print the 1098T data.

The 1098-T Detail Inquiry page displays

11. Click the **Search** button or type in the **Calendar Year**.
The 1098-T Data page displays

12. View and Print 1098T Data on this page.

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).