

Printing T2202A from Self Service

KEYANO COLLEGE

The information in this article is provided to you in accordance with your Confidentiality Agreement

Introduction

This article describes the steps needed to print a T2202A.

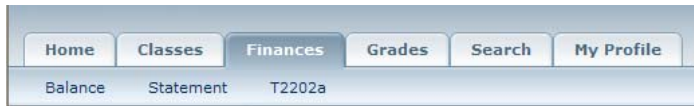
Step 1: Log in to Self Service

Using your Network ID and Network ID Password, log into Self-Service.

- Refer to the Activating and Using your KeID document for instructions on using your Network ID and password.
- Refer to the Creating/Verifying a Student Self-Service Account document for instructions on accessing Self-Service.

Step 2: Access the T2202A page

Locate and select the Finances tab from the available options. Select the T2202a link.



Step 3: Generate the T2202A

- a) Following the prompts on the screen select the tax year for the T2202A that is needed. This will update the Program selection list.
- b) Select the program that is applicable (credit or non credit); this will refresh the screen to include the Generate Report icon.
- c) Once you have verified that the request is accurate, generate the T2202A report. A pdf document will open for printing.
- d) For your own security and privacy, remember to log out of Self-Service and close the browser when you are finished.