

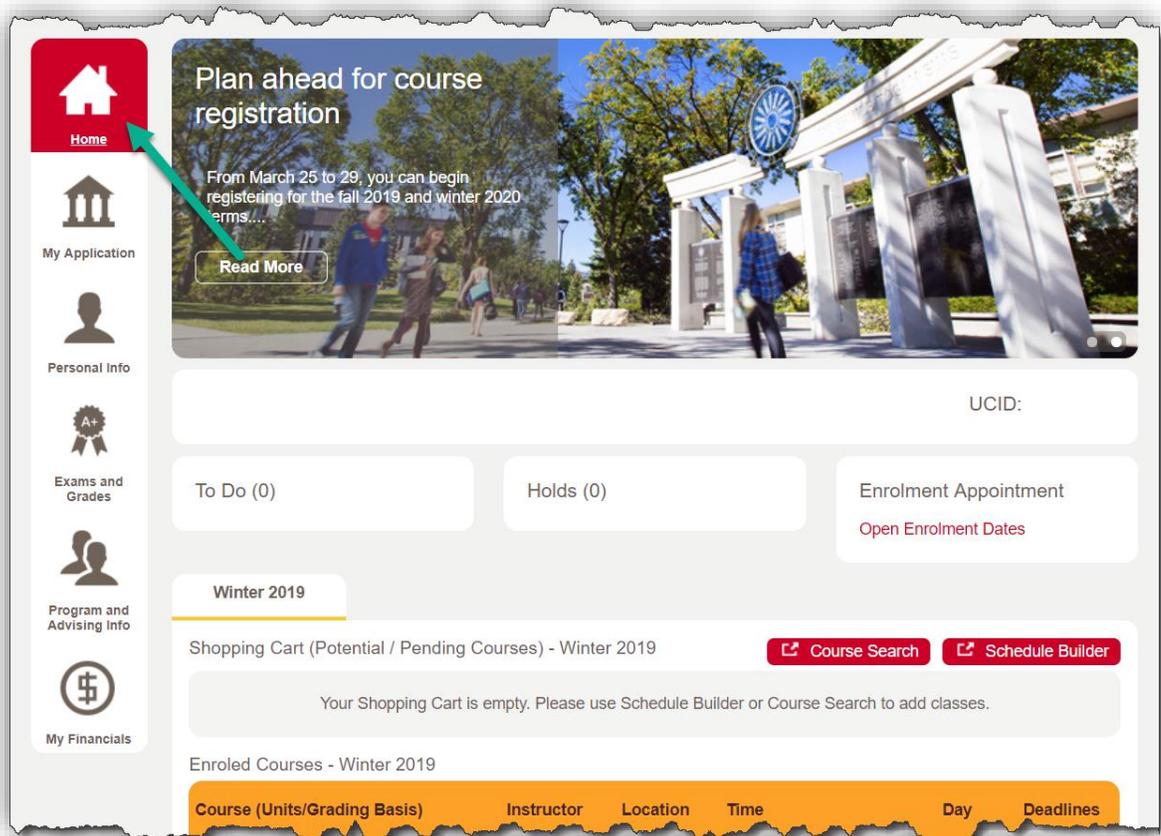
The Student Donation Tax Receipt is available through the student Portal online. The following steps guide you on how to retrieve it.

1. Log into the MyUofC portal



The image shows the Central Authentication Service login page for the University of Calgary. It features a red and orange background. At the top left, the text "Central Authentication Service" is displayed in white. To the right is the University of Calgary logo. Below the title are two white input fields: "Username" and "Password". Two green arrows point to these fields. A "Sign In" button is located at the bottom right, with a mouse cursor hovering over it. At the bottom of the page, there are links for "Create an eID", "Forgot Password?", "Account FAQs", and "Contact IT Support".

2. After logging into the MyUofC portal, you can access the Student Donation Tax Receipt from the [Home](#) page



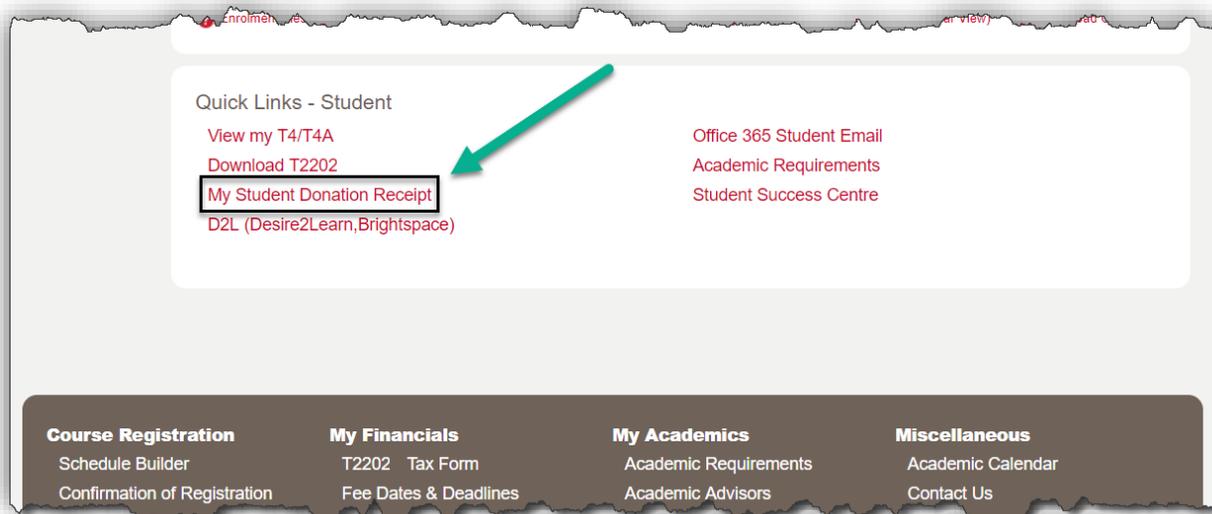
The image shows the MyUofC Home page. On the left is a navigation sidebar with icons for Home, My Application, Personal Info, Exams and Grades, Program and Advising Info, and My Financials. A green arrow points to the Home icon. The main content area features a banner for "Plan ahead for course registration" with a "Read More" button. Below the banner are several widgets: a "UCID:" field, "To Do (0)", "Holds (0)", and "Enrolment Appointment" with a link for "Open Enrolment Dates". There is a section for "Winter 2019" with a "Shopping Cart (Potential / Pending Courses) - Winter 2019" widget. This widget includes "Course Search" and "Schedule Builder" buttons and a message: "Your Shopping Cart is empty. Please use Schedule Builder or Course Search to add classes." Below this is an "Enrolled Courses - Winter 2019" table with columns for Course (Units/Grading Basis), Instructor, Location, Time, Day, and Deadlines.

Fees & Financials

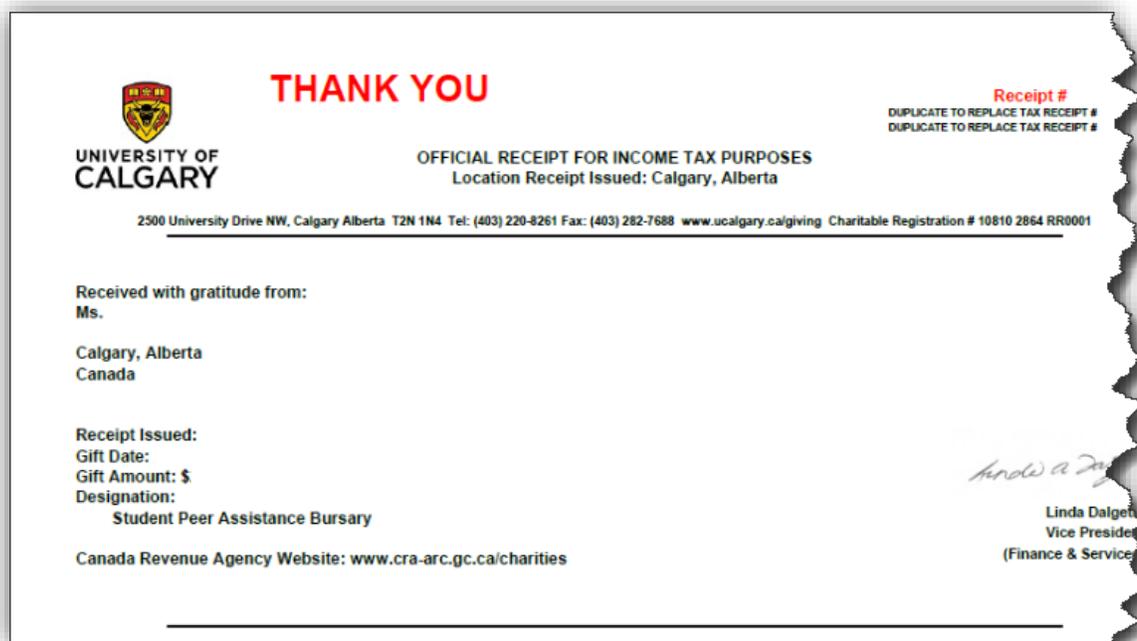
Obtaining Student Donation Tax Receipt



3. Scroll to the bottom of the page to the **Quick Links – Student** section and select **My Student Donation Receipt**



4. Select the appropriate tax receipt, and click on **Get Selected Receipt**
5. You will need to **disable your pop-up blocker** as the Donation Tax Receipt will open in a new tab/window. Please note that generating the document can take several minutes.



End of Procedure.

Related Guides: Fees & Financials - Obtaining the T2202