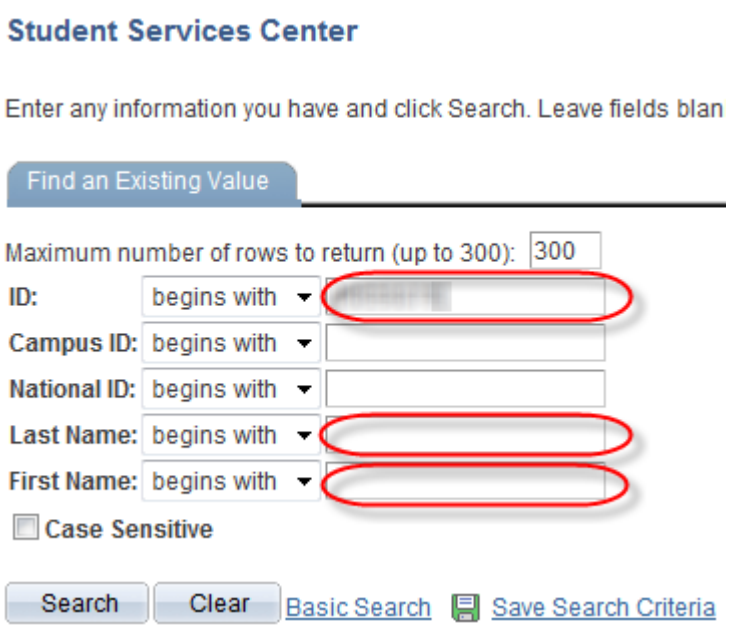
The following steps outline the process to follow when printing receipts from the Student Services Centre. Please note: only authorized staff will have department permission to complete this process. Please observe the Freedom of Information and Privacy Policy (FOIP). **Note:** Students can print receipts from their Student Centre as per step 4 of this job aid.

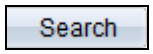
1. Click the **Campus Community** link.

2. Click the **Student Services Center** link.

3. Enter any search criteria and press **Enter** or **Search**.

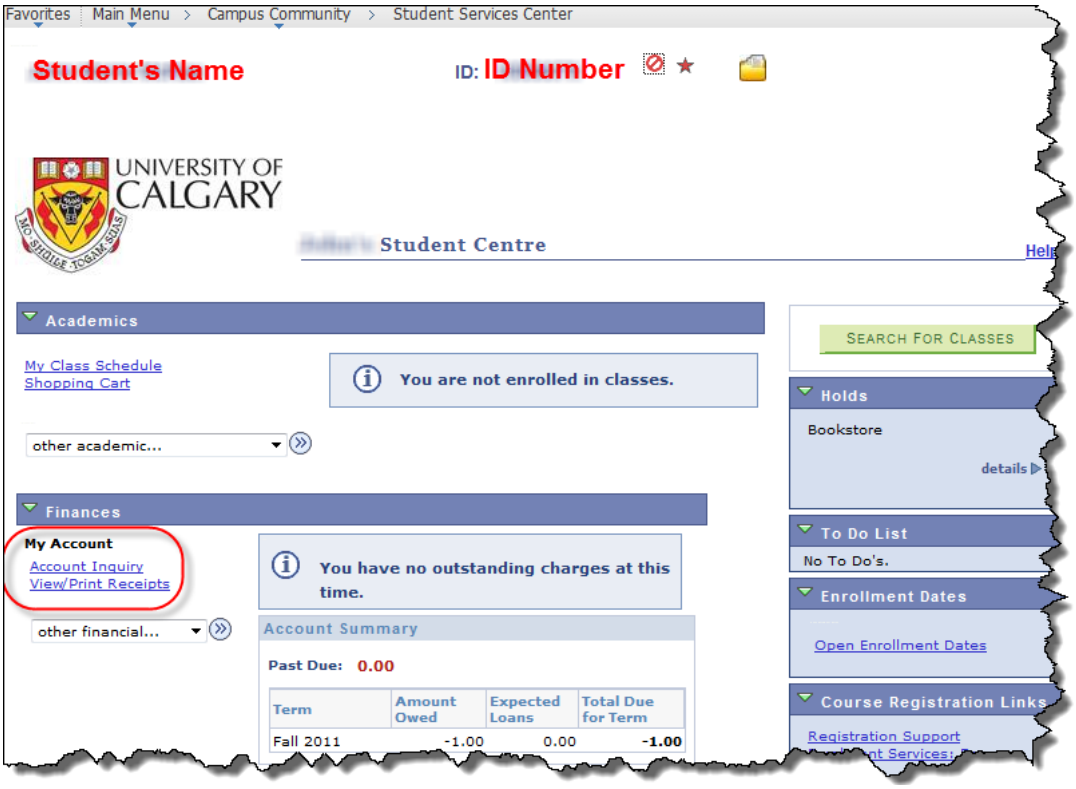


Click the **Search** button.



4. The Student Service Centre will display. The View/Print link will be listed under My Account**.**

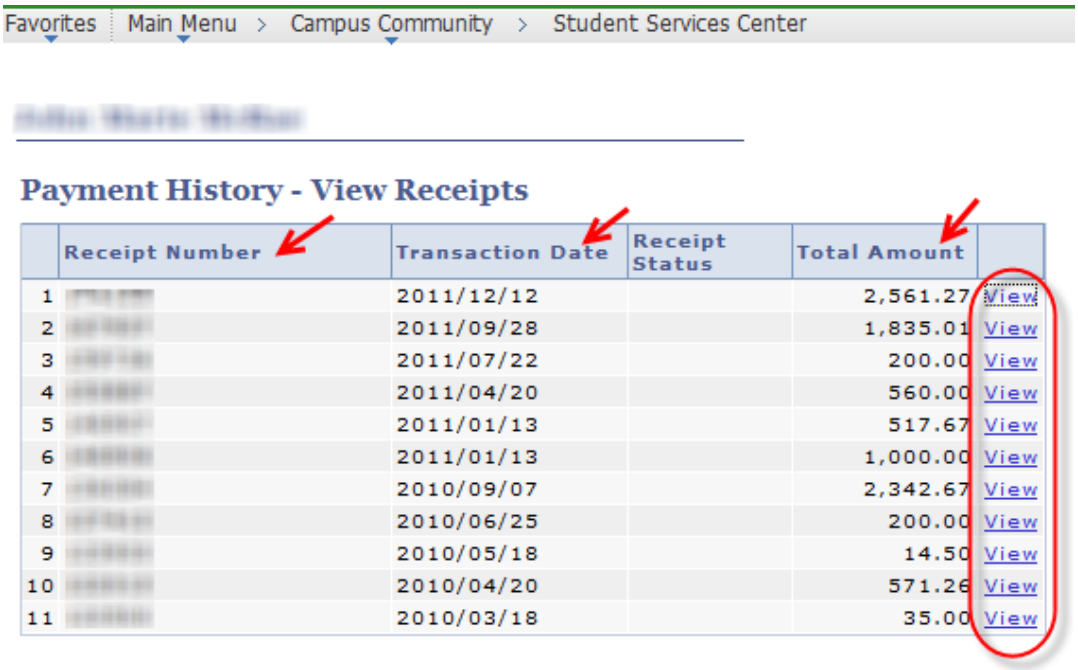
Students can begin this process at this step after they have logged into their Student Centre.



Click the **View/Print Receipts** link.

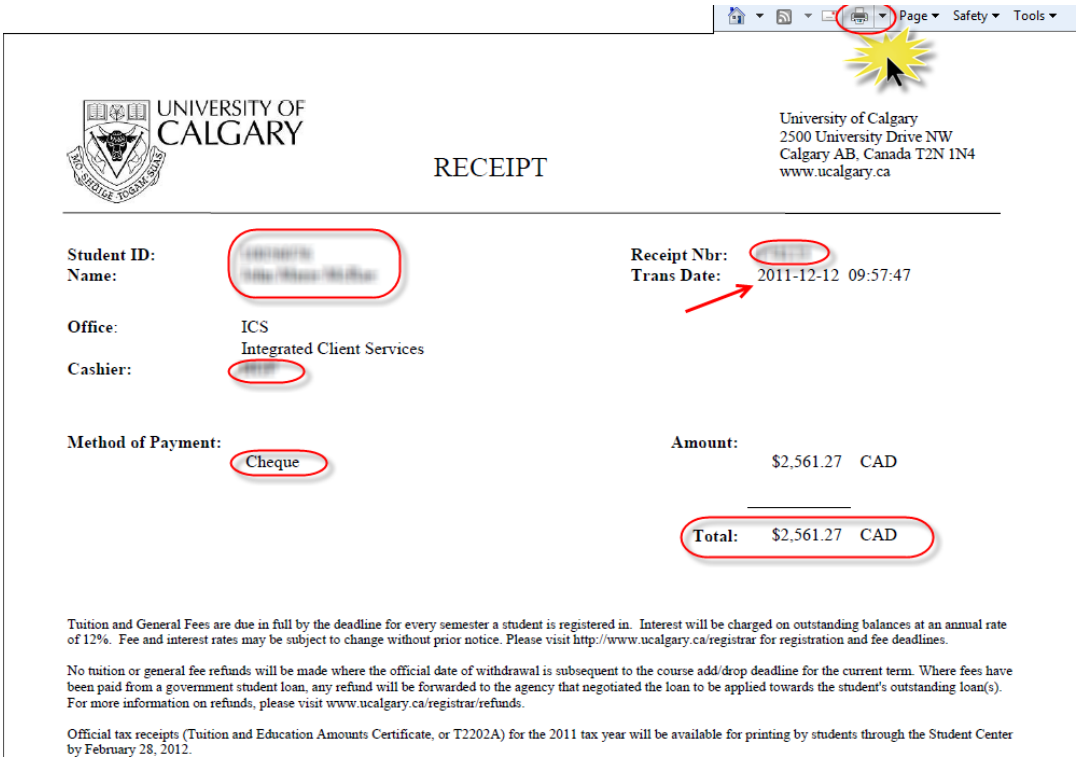
View/Print Receipts

5. The Payment History - View Receipts will display the Receipt Number, Transaction Date and the Total Amount paid. Click on the View link beside the receipt to be printed. *For FOIP reasons some information has been removed.*



Click the **View** link.

6. The Receipt will display in .pdf format. Details displayed will include: Student ID and Name, Receipt Number, Transaction Date, Cashier Name, Method of Payment (e.g. Cheque) and the Total. To print the receipt, click on the printer icon in the toolbar.



Click the **Printer Icon** button.

End of Procedure.

Consult the online learning at www.ucalgary.ca/ittraining