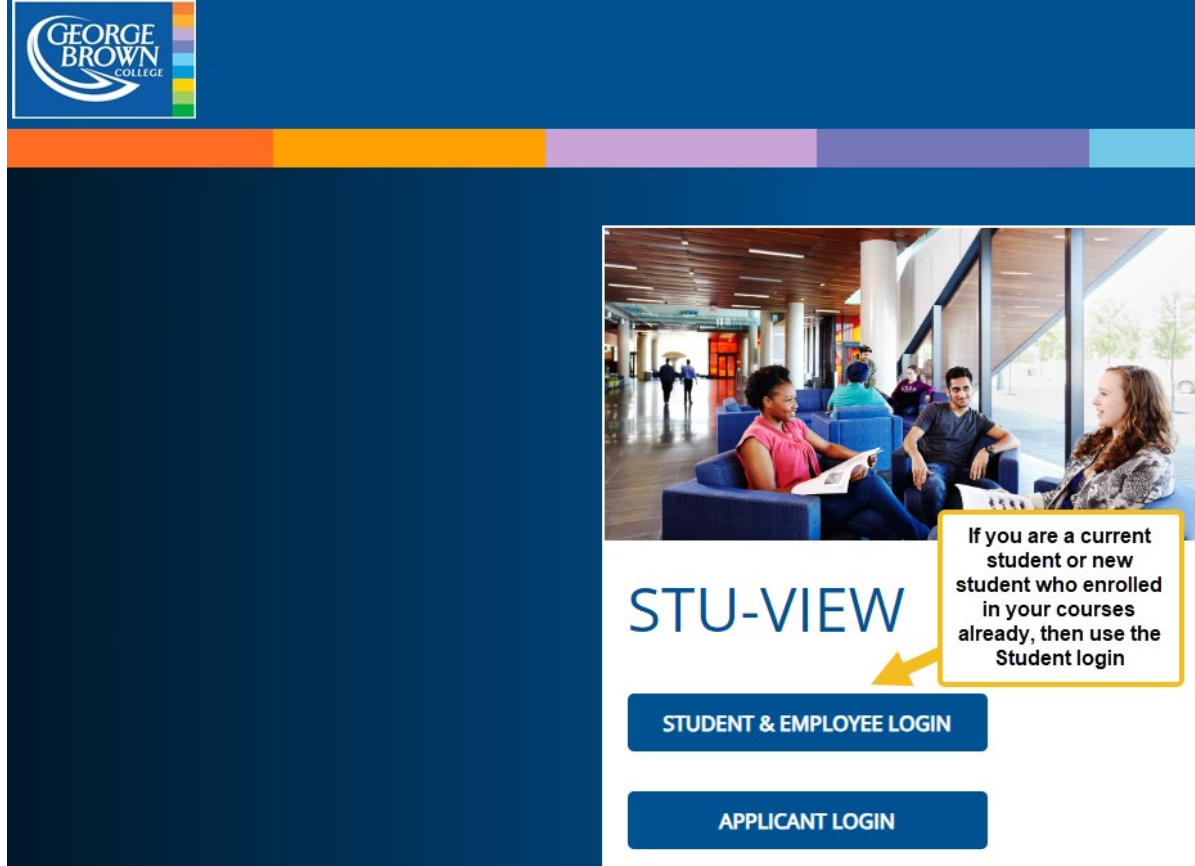


# How to Access your T4A Online

## Log into STU-VIEW:

1. Click <http://stuvview.georgebrown.ca/>
2. If you are a current student or new student who enrolled in your courses already, then click on the “Student & Employee Login” link.



3. You will be re-directed to [GBC's Single-Sign-On \(SSO\) login page](#). Once you log into the SSO, you'll have access to a variety of GBC platforms, including STU-VIEW.

George Brown College's Single-Sign-On login page has two boxes to enter your GBC credentials:

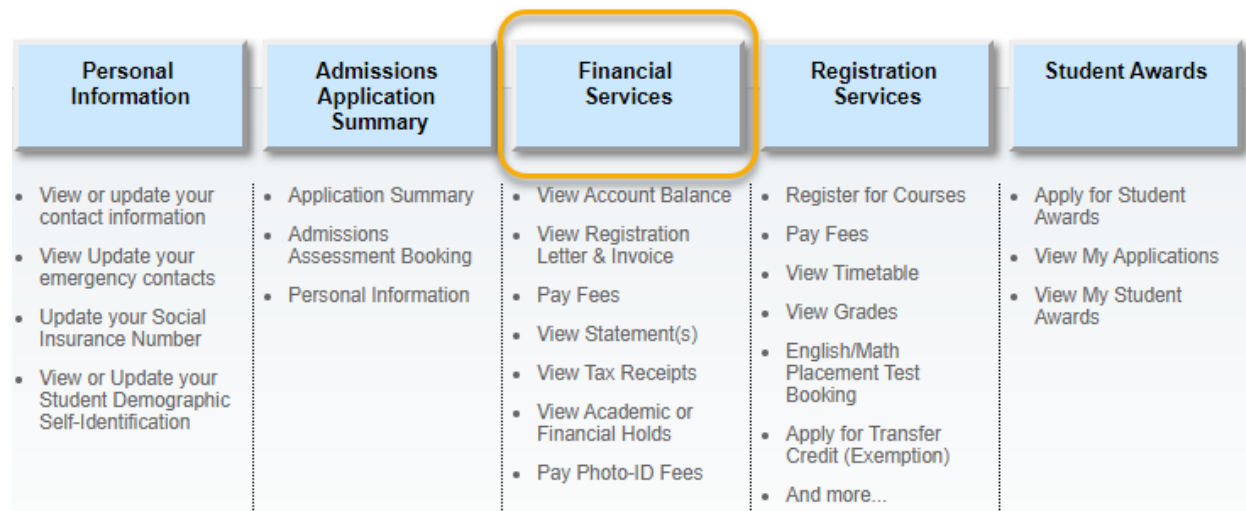
4. Enter your George Brown student ID, followed by @georgebrown.ca after the number with no space in between the number and @georgebrown.ca. Then enter your GBC password. Click on the Sign in button.

\*If you have forgotten your password, your password has expired or to simply change the password/security questions, visit the self-serve Password Utility at <https://service.georgebrown.ca>. For more instructions on how to reset or acquire a new password, please visit [www.georgebrown.ca/current-students/websites-apps-and-technical-support/password-reset](http://www.georgebrown.ca/current-students/websites-apps-and-technical-support/password-reset).

In case of difficulty, phone our Contact Centre. For their phone numbers and hours of operation, visit their page at [www.georgebrown.ca/about/contact](http://www.georgebrown.ca/about/contact). Please have your Student ID number available when you call, and be prepared to tell us exactly why you need the password. Your password will be re-activated.

**Once logged into STU-VIEW:**

5. Click on the 'Financial Services' tab located on the top of the page.



6. Once the Financial Services tab is selected, you should see additional options below. Click on the option called, "Canadian Tax Forms."

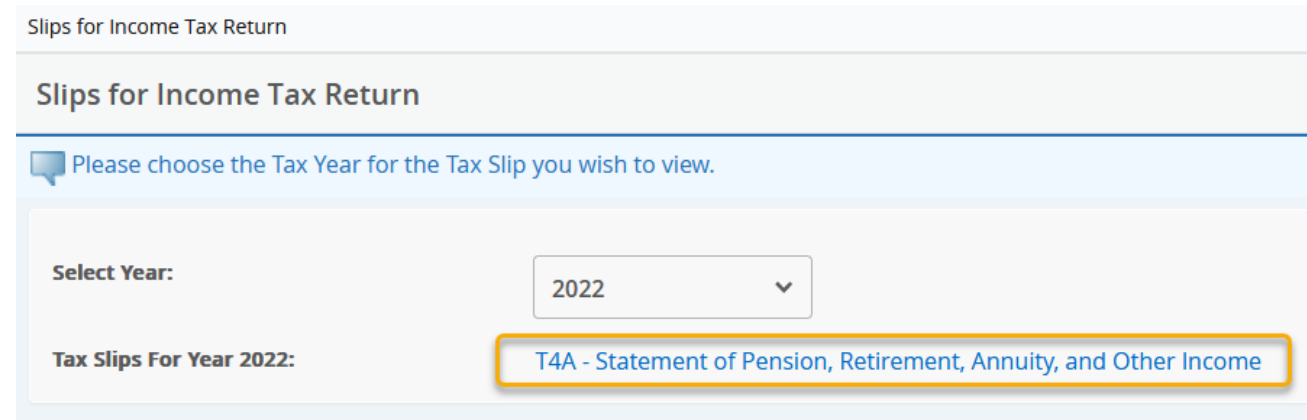


7. When the "Canadian Tax Forms" option is selected, a drop-down of further options will appear. Click on the "Slips for Income Tax Return" option next.

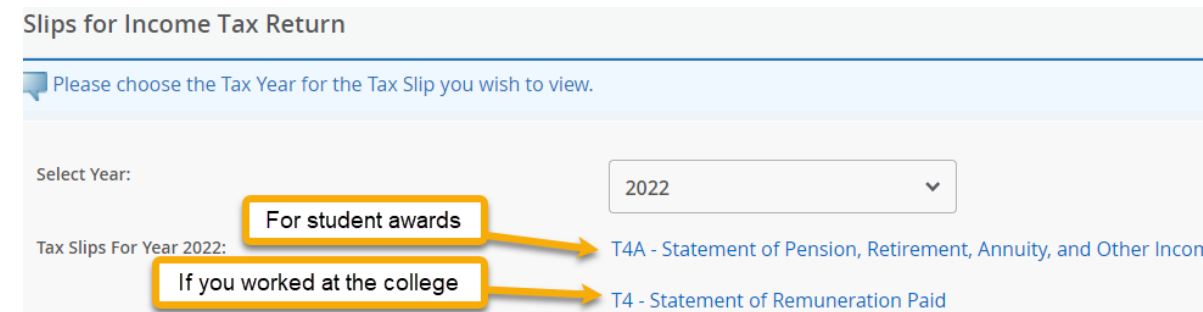


8. Another screen will appear with a drop-down that allows for you to pick the correct year. Choose the latest year available. If it is pre-selected to

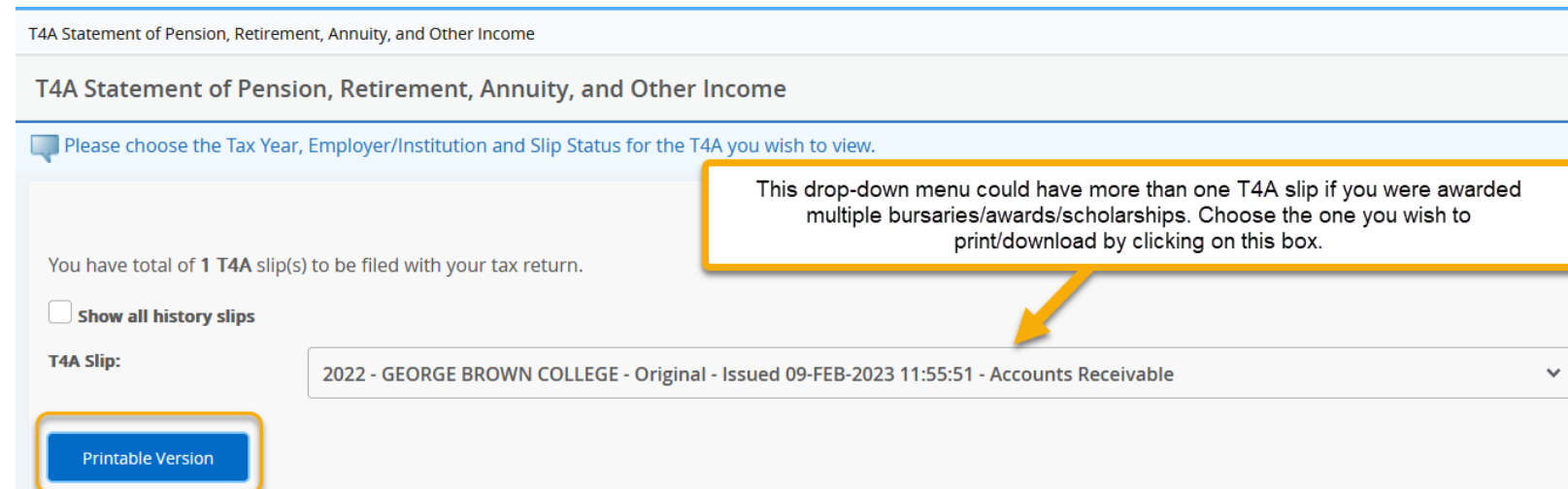
the year you wanted to review/download. If you received an award/scholarship/bursary, there should be a link that you can click on called, "T4A - Statement of Pension, Retirement, Annuity, and Other Income."



a Note that if you worked at the college, you will also find your T4 here.



9. In the drop-down menu beside "T4A Slip," choose the T4A slip you wish to save/print. You could have more than one T4A slip, depending on the number of bursaries/awards/scholarships you received. After selecting the T4A you wish to print/download from the drop-down menu, you can then click on the "Printable Version" button to have a PDF copy of the T4A downloaded onto your computer.



Please note that the default filename for all T4As will be "document.pdf," and thus, it is advisable to rename the file before you save it onto your computer if you have more than one T4A.