



College of the North Atlantic

College of the North Atlantic

Student Self Service – User Guide for Accessing T2202A

Version: 1.5

February 21, 2017

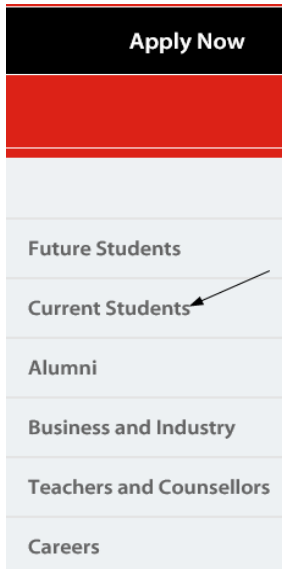
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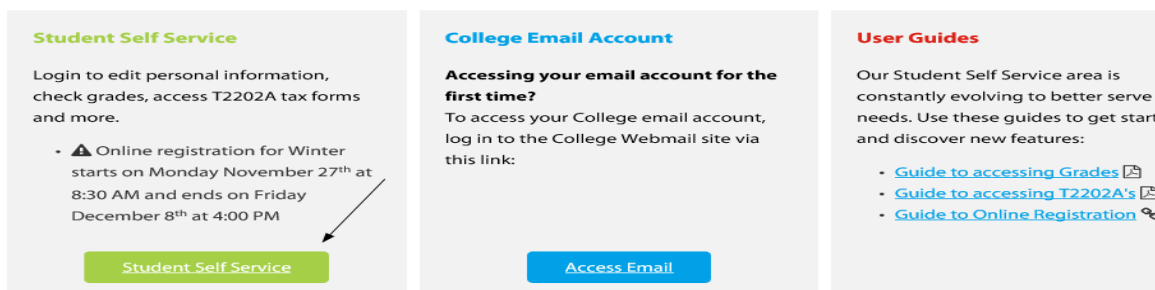
1 ACCESSING THE STUDENT SELF SERVICE WEBSITE (PEOPLESOFT)

Important: Before you start! Please ensure you have pop-up blocker turned off for the CNA website and that you have Adobe Acrobat Reader installed on your computer.

1. Open the CNA website within a web browser (ex: Internet Explorer, Safari, Firefox, etc) by entering the following in the address bar
 - a. <https://www.cna.nl.ca/>
2. Select the **Current Students** hyperlink from the right side of the page



3. Once the page opens, click on the **Student Self Service** hyperlink in the middle of the page.



Help Desk

4. The **Student Services / Human Resources** will open, allowing the student to enter their PeopleSoft credentials, click sign in after entering login credentials.
 - a. User ID
 - b. Password

cna College of the North Atlantic

Student Services / Human Resources

User ID
XXXXXXXXXXXXXXXX

Password
.....

Sign In

Enable Accessibility Mode

Student Password Reset

2 VIEWING AND PRINTING THE T2202A

1. After logging into the system, the student will see the following screen, containing only the Self Service navigation:



2. Click on the **Self Service** link to expand the navigation. Once you can see the **Campus Finances** link, click on the **CNA View T2202A** link to view the page in the right hand panel

NOTE: Please pay attention to the message regarding the option to *Print* or *Save* after the form is first opened.

The screenshot shows the 'Menu' box expanded to show 'Campus Finances' with sub-links: 'CNA View T2202A', 'Make a Payment', and 'SSS Payment Receipt'. A red arrow points to 'CNA View T2202A'. To the right, a message box says 'Read this message' and 'View T2202A'. Below the message is a table titled 'T2202A Selection' with columns for Year, Total Full-Time Months, Total Part-Time Months, and Total Assessments. The year 2017 is highlighted in the Year column.

Attention: please print or save the T2202A when first opening the form. If you exit without printing or saving, the next time you retrieve the form it will indicate 'Re-issued'

Please contact your Campus for any questions you have related to your T2202A. Your Campus contact information is printed directly on the T2202A.

Year	Total Full-Time Months	Total Part-Time Months	Total Assessments
2017	4		







3. Click on the link under the **Year** column to open the T2202A. If the form does not open please ensure you do not have pop-up blocker on for the college website and that you have adobe acrobat reader installed on your computer.
 - a. 1 – T2202A For Student
 - b. 2 – T2202A For Designated Individual

Screenshot - 1st Time Form is opened

Tuition and Enrolment Certificate

Protected B when completed
For student **1**

- Issue this certificate to a student who was enrolled during the calendar year in a qualifying educational program or a specified educational program at a post-secondary institution, such as a college or university, or at an institution certified by Employment and Social Development Canada (ESDC).
- Tuition fees paid in respect of the calendar year to any one institution have to be more than \$100. Fees paid to an institution certified by ESDC or to a post-secondary educational institution in Canada for courses that are not at a post-secondary school level, have to be for courses taken to get or improve skills in an occupation, and the student has to be 16 years of age or older before the end of the year.
- Students calculate their provincial or territorial education amounts (if applicable) based on the number of months indicated in Box B or C below.

Name of program or course CAS Transfer: Coll.-Univ.				Student number 			
Name and address of student Issued: 2018-02-21 8:48:24 				Session periods, part-time and full-time			
From		To		A Eligible tuition fees, part-time and full-time sessions	Number of months for:		
Y	M	Y	M		B Part-time	C Full-time	
2017	1	2017	4		0	4	
2017	5	2017	6		2	0	
2017	0	2017	0		0	0	
Totals					2	4	
Name and address of educational institution College of the North Atlantic 432 Massachusetts Drive Stephenville, NL A2N 2Z6							







If you have any questions, please contact the Labrador West Campus at 709/944-5787.

Information for students: See the back of slip 1. If you want to transfer all or part of your tuition amount, complete the back of slip 2. T2202A E (17)

Tuition and Enrolment Certificate

Protected B when completed
For designated individual **2**

- Issue this certificate to a student who was enrolled during the calendar year in a qualifying educational program or a specified educational program at a post-secondary institution, such as a college or university, or at an institution certified by Employment and Social Development Canada (ESDC).
- Tuition fees paid in respect of the calendar year to any one institution have to be more than \$100. Fees paid to an institution certified by ESDC or to a post-secondary educational institution in Canada for courses that are not at a post-secondary school level, have to be for courses taken to get or improve skills in an occupation, and the student has to be 16 years of age or older before the end of the year.
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Name and address of student Issued: 2018-02-21 8:48:24 				Session periods, part-time and full-time			
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Y	M	Y	M		B Part-time	C Full-time	
2017	1	2017	4		0	4	
2017	5	2017	6		2	0	
2017	0	2017	0		0	0	
Totals					2	4	
Name and address of educational institution College of the North Atlantic 432 Massachusetts Drive Stephenville, NL A2N 2Z6							

If you have any questions, please contact the Labrador West Campus at 709/944-5787.

Information for students: See the back of slip 1. If you want to transfer all or part of your tuition amount, complete the back of slip 2. T2202A E (17)

Protected B when completed

- Complete **Schedule 11, Tuition, Education, and Textbook Amounts**, to calculate the **federal amount** you can claim on line 323 of Schedule 1, *Federal Tax*; the maximum amount you can transfer to a designated individual; and the amount, if any, you can carry forward to a future year.
- Also complete provincial or territorial **Schedule (S11)**, if you resided in a province or territory other than Quebec on December 31, to calculate the **provincial or territorial amount** you can claim on line 5856 of Form 428; the maximum amount you can transfer to a designated individual; and the amount, if any, you can carry forward to a future year.
- For information on the **unused current-year** tuition amounts you can transfer, see line 323 in your *General Income Tax and Benefit Guide*. If applicable, see line 5856 in the provincial or territorial pages of your forms book for information on the **unused current year's** tuition, education and textbook amounts you can transfer.

Complete this area if you were enrolled in an institution certified by Employment and Social Development Canada:

I was enrolled in the course(s) titled _____ to get or improve skills in the occupation of _____.

Protected B when completed

- You can transfer your unused tuition fees to one designated individual. That individual can be either your spouse or common-law partner, your parent or grandparent, or your spouse's or common-law partner's parent or grandparent. You cannot transfer your unused current-year amounts to your parent or grandparent, or your spouse's or common-law partner's parent or grandparent, if your spouse or common-law partner claims the **spouse or common-law partner amount** or amounts transferred from your spouse or common-law partner on his/her tax return.
- If you transfer unused amounts to your spouse or common-law partner, he or she has to complete **federal Schedule 2, Federal amounts transferred from your spouse or common-law partner**, and, if applicable, **provincial or territorial Schedule (S2), Provincial (or territorial) amounts transferred from your spouse or common-law partner**.

Designation for the transfer of an amount to a spouse or common-law partner, parent, or grandparent

I designate _____, my _____, to claim:
Individual's name Relationship to you

(1) \$ _____ on line 324 of his or her **federal Schedule 1**, or on line 360 of his or her **federal Schedule 2**, as applicable
Federal tuition amount

(2) \$ _____ on line 5860 of his or her **provincial or territorial Form 428**, or on line 5909 of his or her **provincial or territorial Schedule (S2)**, as applicable
Provincial or territorial amount

Note 1: Line (1) above cannot be more than line 16 of your **federal Schedule 11**.

Note 2: If you resided in a province or territory other than Quebec or New Brunswick on December 31, line (2) above cannot be more than line 19 (line 16 for Yukon and line 23 for Nunavut) of your **provincial or territorial Schedule (S11)**. If you resided in Quebec or New Brunswick on December 31, an entry is not required on line (2) above.

Note 3: If you did not reside in the same province or territory as the designated individual on December 31, special rules may apply. For more details, call 1-800-959-8281.

Student's name (print) and signature	Social insurance number	Date (YYYYMMDD)
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See the privacy notice on your return.

Screenshot – 2nd Time Form is opened



Agence du revenu du Canada Canada Revenue Agency

Tuition and Enrolment Certificate

Protected B when completed

For student **1**

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Name of program or course CAS Transfer: Coll.-Univ.				Student number [REDACTED]			
Name and address of student Reissued: 2018-02-21 8:49:59 ←				Session periods, part-time and full-time			
[REDACTED]				From		To	
Y	M	Y	M	A Eligible tuition fees, part-time and full-time sessions	Number of months for:		
2017	1	2017	4		B Part-time	C Full-time	
2017	5	2017	6		0	4	
2017	0	2017	0		2	0	
				Totals		0	0
				Totals		2	4
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Agence du revenu du Canada Canada Revenue Agency

Tuition and Enrolment Certificate

Protected B when completed

For designated individual **2**

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Name and address of student Reissued: 2018-02-21 8:49:59 ←				Session periods, part-time and full-time			
[REDACTED]				From		To	
Y	M	Y	M	A Eligible tuition fees, part-time and full-time sessions	Number of months for:		
2017	1	2017	4		B Part-time	C Full-time	
2017	5	2017	6		0	4	
2017	0	2017	0		2	0	
				Totals		0	0
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• If you transfer unused amounts to your spouse or common-law partner, he or she has to complete **federal Schedule 2, Federal amounts transferred from your spouse or common-law partner**, and, if applicable, **provincial or territorial Schedule (S2), Provincial (or territorial) amounts transferred from your spouse or common-law partner**.

Designation for the transfer of an amount to a spouse or common-law partner, parent, or grandparent

I designate _____, my _____, to claim:
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Student's name (print) and signature	Social insurance number	Date (YYYYMMDD)
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See the privacy notice on your return.