


HOW TO VIEW YOUR TRANSACTIONAL DATA IN MyWITC

To view your transactional data (charges and payments) for the calendar year you will need to log in to your MyWITC/Student Center and follow the steps below:

1. Sign into the portal (MyWITC) and click on Student Center
2. Scroll to the Finances section of your Student Center
3. In the "other financial..." click the blue down arrow
4. Select Account Activity
5. Click the double arrow to the right (chevron) 
6. In the View by section put in the dates covered within the tax year 1-1-xx to 12-31-xx
7. Leave the All Terms field alone
8. Click go
9. Make sure you click "View All" within the Transaction line
10. Print this page