
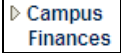
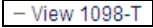
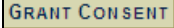


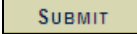
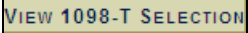




## Viewing 1098T

1.	Click the <b>Self Service</b> button. 
2.	Click the <b>Campus Finances</b> button. 
3.	Click the <b>View 1098-T</b> link. 
4.	This message will occur the first time you attempt to view your 1098T online. Once you have granted consent, this message will no longer show.
5.	Click the <b>Grant Consent</b> button.  By clicking on this, you are agreeing to accept and receive this and future 1098T forms electronically. 
6.	The <b>Yes, I have read the agreement</b> checkbox indicates your agreement to receive this and future 1098T forms electronically. If you decide that you do not wish to view this electronically then it is your responsibility to contact Student Financials Office directly to request a form be mailed to you. 
7.	Click the <b>Yes, I have read the agreement</b> option.  You are now agreeing to receive all 1098T's electronically. 
8.	Click the <b>Submit</b> button. 
9.	Click the <b>View 1098-T Selection</b> button. 
10.	This screen will show all the 1098T's that were systematically generated for you. Then by clicking on the "Tax Year" you can choose which year you wish to view.
11.	Click an entry in the <b>Tax Year</b> column.  By clicking in the Tax Year you can select the year that you wish to review. 
12.	The information listed here is a replica of the IRS Form 1098T that you can print for your records. Please make sure that you change the "Page Set-Up" to Landscape to properly capture the entire form.
13.	Click the <b>Close</b> button. 

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14.	Congratulations. You have successfully viewed a 1098T that can be used when filing your Federal Tax Information. <b>End of Procedure.</b>
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