

# Steps for Student to View/Print 1098T

Student will log in to MyPack

Click "Financial Information"

Click "Electronic Document Consent"

Click "Add Record" out to the far right of screen - then you will see this screen:

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes sections like 'Main Menu - SPRING 2016', 'Student Information Center', 'Student Records', 'Financial Information' (with sub-items like 'View Receipts', 'Financial Aid Requirements', 'Payment', 'Financial Aid Status', 'View 1098-T Information', 'Financial Aid Verification', 'Financial Aid Shopping Sheet', 'Electronic Document Consent', 'My 1098T'), 'Scheduling', 'Student Information', and 'Bookstore'. The main content area is titled 'Electronic Document Consent' and contains a form for a student. The form includes a 'Student' field with a redacted name, a 'Payment Year' of 2015, and three rows of consent options: 'Receive electronic W2' (Yes/No), 'Receive electronic 1098C' (Yes/No), and 'Receive electronic 1098T' (Yes/No). The 'No' option is selected for W2 and 1098C, while the 'Yes' option is selected for 1098T. At the bottom of the form are 'Cancel', 'Delete', and 'Update' buttons.

Enter Report Year and select Yes/No beside each electronic item. Click "Add" when finished.

Click "My 1098T" on Main Menu

Enter Payment Year and click Continue.

Click View My 1098T

Prompt will display at the bottom of the screen with option to Open or Save. If you click Open, the 1098T will open in PDF form and you can print. It prints filing instructions and two copies of the 1098T.