

View/Consent 1098-T

Purpose: Use this document to reference how to view and consent for 1098-T through the Financial Account tile on the ctcLink Student Homepage.

Audience: Students; Student Services staff.

 **Please contact your college if you require immediate assistance with ctcLink.**

Federal law requires institutions to send Form 1098-T to tuition-paying students by January 31st.

Navigation: Student Homepage

1. Select the **Financial Account** tile.
2. The **Account Balance** page displays.
4. Select the **1098-T** drop-down option on the left side navigation.
5. Select the **View 1098-T** sub-menu.
5. Available **1098-T's** display.
6. A button allowing you to consent to view your 1098-T online becomes available if you have not viewed your 1098-T already.
7. Select the **Grant Consent** button.
8. The **1098-T Consent Agreement** displays.
9. Select the '**Yes, I have read the agreement**' checkbox.
10. Select the **Submit** button.
11. Select the **View 1098-T Selection** button.
12. You may now select the appropriate **Tax Year** hyperlink to view the corresponding 1098-T.
13. Process complete.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to [View/Consent 1098-T](#). This link will open in a new tab/window.