9.2 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.

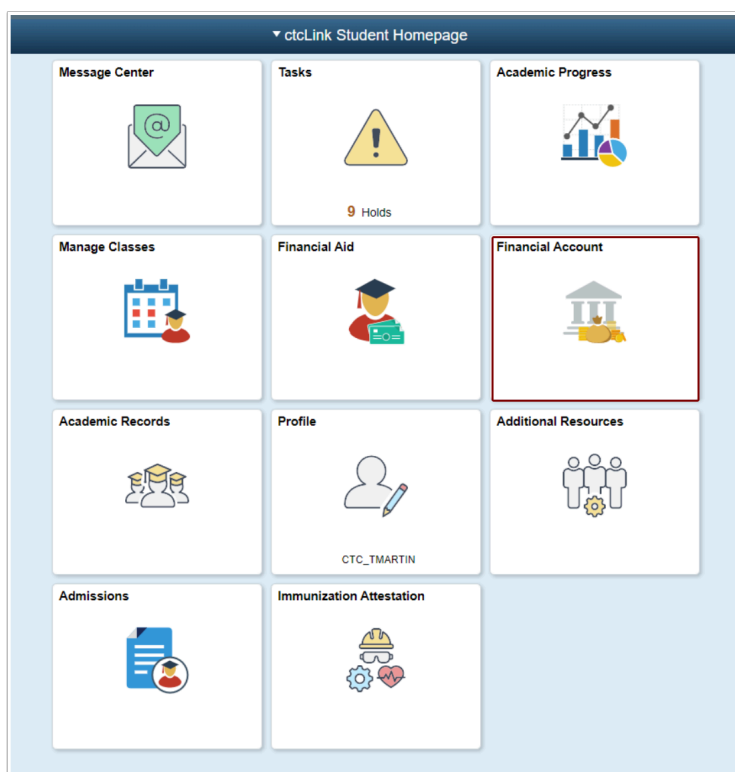**Audience:** Students; Student Services staff.

View/Consent 1098 - T

💡 **Please get in touch with your college if you require immediate assistance with ctcLink.**

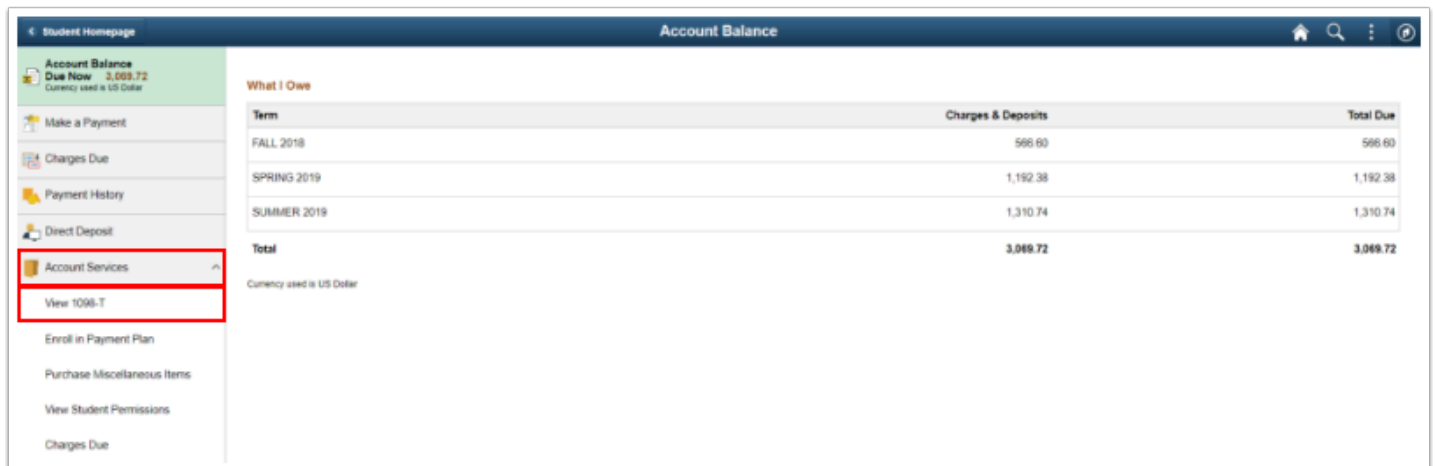**Federal law requires institutions to send Form 1098-T to tuition-paying students by January 31st.**

Navigation: Student Homepage

1. Select the **Financial Account** tile.

2. The **Account Balance** page displays.

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3. Select the **Account Services** button on the left menu to expand and show the **View 1098-T** option.
4. Select the **View 1098-T** sub-menu.
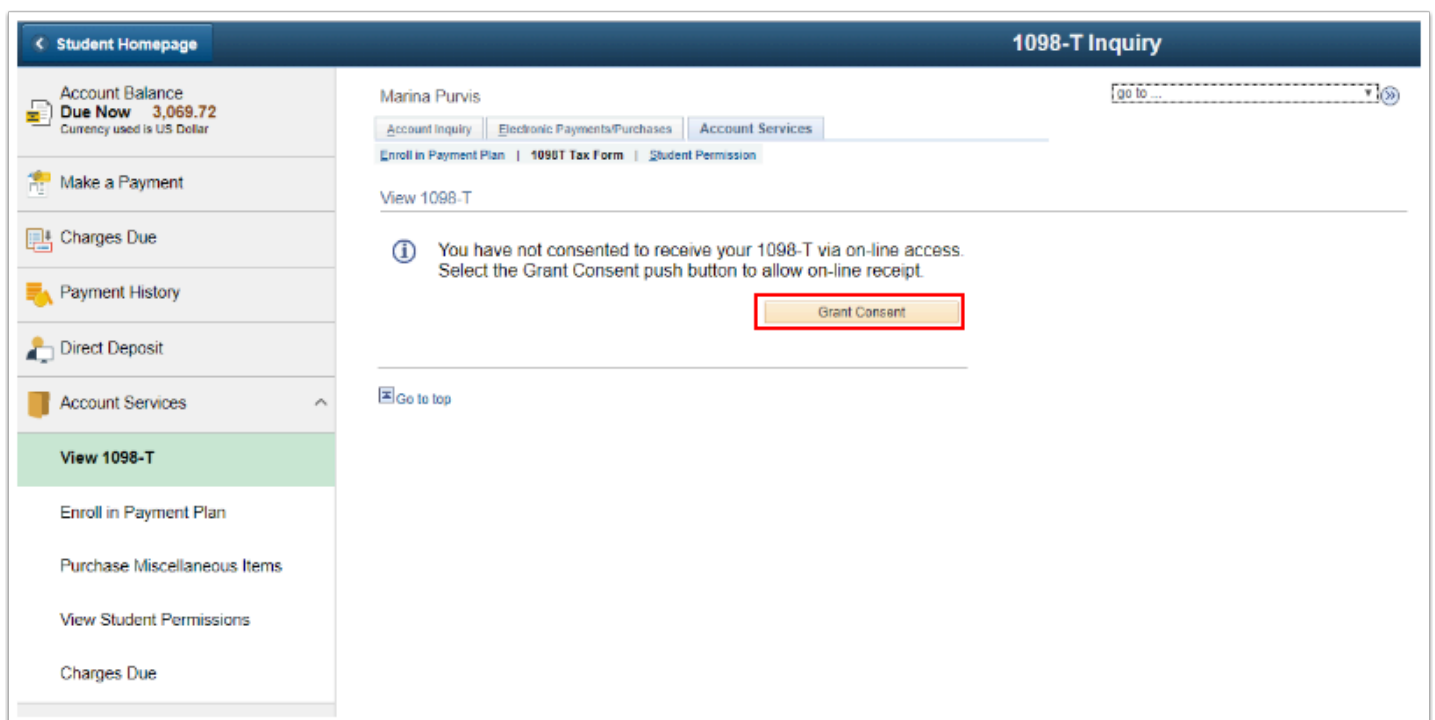
5. Available **1098-T's** display.
6. A button allowing you to consent to view your 1098-T online becomes available if you have not viewed your 1098-T already.
7. Select the **Grant Consent** button.

8. The **1098-T Consent Agreement** displays.
9. Select the '**Yes, I have read the agreement**' checkbox.
10. Select the **Submit** button.

11. Process complete.