

# 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.