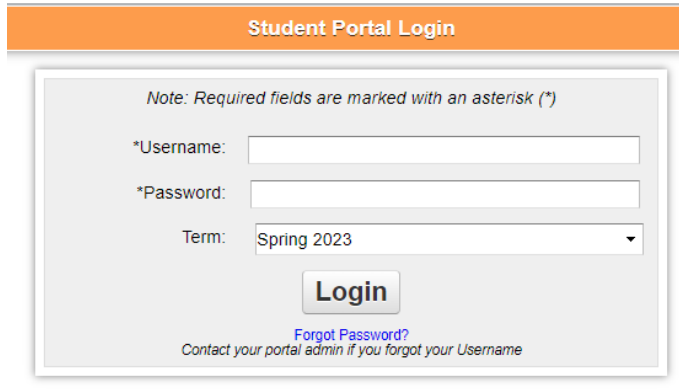


How to access your 1098-T Form in Student Portal

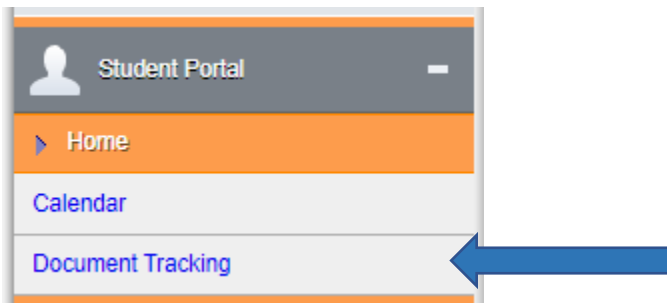
The following directions are for students to locate, view and print their 1098-T forms for the current tax year.

Log in to Student Portal.

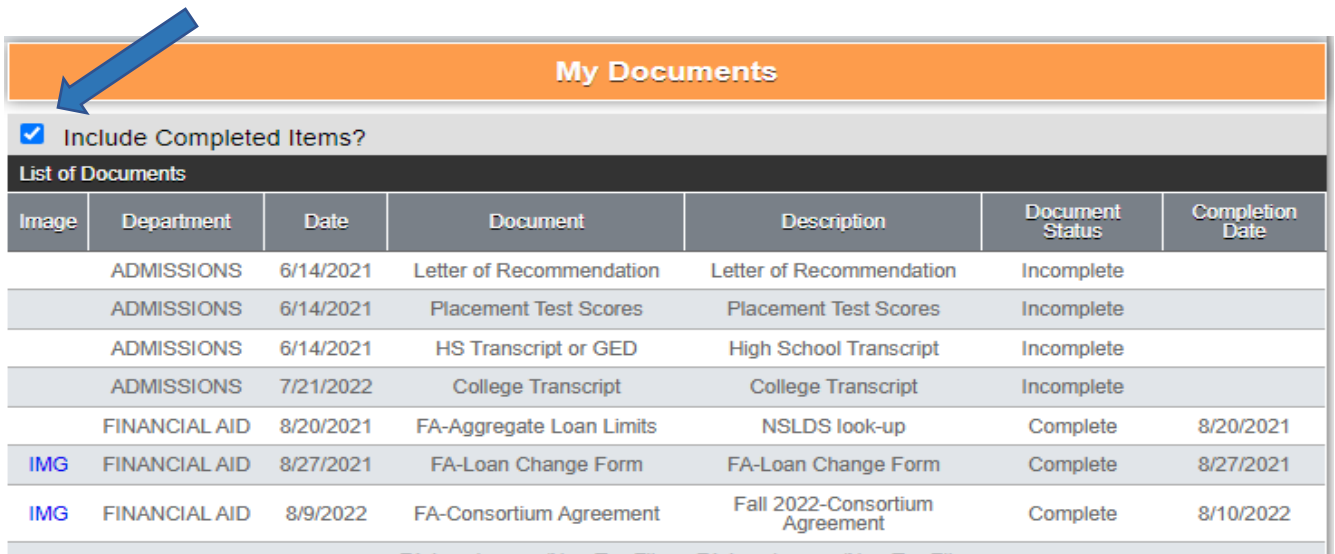


The screenshot shows the 'Student Portal Login' interface. At the top, there is an orange header with the text 'Student Portal Login'. Below this is a white box containing a note: 'Note: Required fields are marked with an asterisk (*)'. There are three input fields: '*Username:' with a text box, '*Password:' with a text box, and 'Term:' with a dropdown menu currently set to 'Spring 2023'. Below the fields is a 'Login' button. At the bottom of the box, there is a link for 'Forgot Password?' and a note: 'Contact your portal admin if you forgot your Username'.

In the section **Home**, click “**Document Tracking**”



Then check the box “Include Completed Items?”



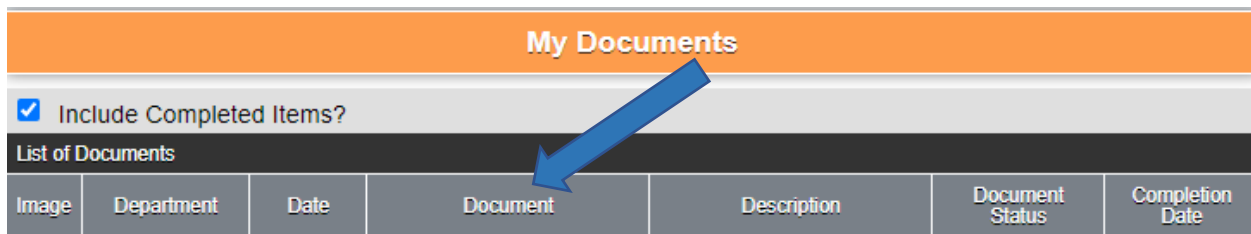
My Documents

Include Completed Items?

List of Documents

Image	Department	Date	Document	Description	Document Status	Completion Date
	ADMISSIONS	6/14/2021	Letter of Recommendation	Letter of Recommendation	Incomplete	
	ADMISSIONS	6/14/2021	Placement Test Scores	Placement Test Scores	Incomplete	
	ADMISSIONS	6/14/2021	HS Transcript or GED	High School Transcript	Incomplete	
	ADMISSIONS	7/21/2022	College Transcript	College Transcript	Incomplete	
	FINANCIAL AID	8/20/2021	FA-Aggregate Loan Limits	NSLDS look-up	Complete	8/20/2021
IMG	FINANCIAL AID	8/27/2021	FA-Loan Change Form	FA-Loan Change Form	Complete	8/27/2021
IMG	FINANCIAL AID	8/9/2022	FA-Consortium Agreement	Fall 2022-Consortium Agreement	Complete	8/10/2022

After you check the box to include completed items, look under the Department Column for “**Billing**” and the Document Column for “**YYYY Form 1098-T**”. Under the Image Column you should see “**IMG**”. Then click “**IMG**” to view your 1098-T Form for current reporting year.



My Documents

Include Completed Items?

List of Documents

Image	Department	Date	Document	Description	Document Status	Completion Date
-------	------------	------	----------	-------------	-----------------	-----------------

If you are unable to see the image, contact StudentAccounts@centracollege.edu to verify we have a Centra College Electronic Consent Form for you on file. If not and you want to be able to view and print your 1098-T Form from Student Portal, we can send the link for the form to be completed. Once completed and returned, the image will be opened for viewing and printing.