

## How to Access Your 2019 IRS Form 1098-T Online

For full directions and information, please visit Harper College's [Tax Information](#) page.

### **Credit Students:**

Go To: [the 1098T login page](#).

Site ID: 10291

Username: Harper ID Number. *(Example: H00123456. This is case sensitive)*

Password: Last 4 digits of your social security number.\*

*\*If you have logged in to this site before and cannot recall what you changed your password to, you will have to use the 'Forgot Password?' link (see directions below).*

### **Once Logged In:**

- Click the 'Online Consent' link on the left. This is mandatory to access your 1098T electronically.
- Read the information on the page and then click the 'Accept Consent' radial if you agree.
- Click Submit.
- Select the 'Year' from the dropdown box on the left to set which year's 1098T you want to access.
- Click the 'View/Print My 1098-T' button on the left side of the page.
- Click the 'Print 1098-T (PDF)' link to open your 1098T as a PDF file.

### **Resetting Your Password:**

- If you have logged into the 1098T page before but cannot remember your password, you will need to click the 'Forgot Password?' link beside the Password box.
- Enter the Site ID: 10291
- Enter your Username: *See Above*.
- Click 'Submit'. You will receive an email within a few minutes to your Student Email Address in your MyHarper Portal. **This email is only valid for 30 minutes!**
- In the email, click the blue 'Reset Password' button.
- Enter your New Password.
- Confirm your New Password.
- Click on Reset Password.
- Click the 'Return to Login' link to return to the 1098T login page.
- Login using your new password.

**Continuing Education Non-Credit Students**

The IRS does not require the Form 1098-T to be sent to students for Continuing Education non-credit classes. Please read IRS Publication 970 about the possibility of using the Lifetime Learning Credit for these types of classes. You may use copies of your receipts in those instances.

**All Students:**

If you never provided a Social Security Number for your college records, please call the Business Office at [businessoffice@harpercollege.edu](mailto:businessoffice@harpercollege.edu).

You will need to use IRS Form 8863 when completing your taxes. It can be found on the IRS website at [www.irs.gov](http://www.irs.gov). Please refer to IRS Publication 970 for assistance as to how to compute your tax credit.

If you have questions about the IRS Form 1098-T, contact the Business Office at [businessoffice@harpercollege.edu](mailto:businessoffice@harpercollege.edu).