



# ACC - 1098-T

## STEP 1

### Go To:

- <https://www.austincc.edu>
- Click on **Student Login**
- Click on the link [Self Service](#)

## STEP 2

### Log in:

- Enter your **ACCeID & Password**
- In Self Service do the following:
  - Hover cursor over **left panel** & select **Financial Information**
  - Click on **Tax Information**
  - **Agree** to receiving 1098-T electronically
  - **Select** 1098-T to corresponding tax year

## STEP 3

### Download & Print:

- **Select** the corresponding 1098-T for the tax year being filed
- **Download** a PDF version and **print** 1098-T

**(REMAIN LOGGED IN  
FOR ACCOUNT SUMMARY)**

# ACC - STUDENT ACCOUNT SUMMARY

## STEP 1

### Go to:

- <https://www.austincc.edu>
- Click on **Student Login**
- Click on the link [Self Service](#)

## STEP 2

### Log in:

- Enter your **ACCeID & Password**
- In Self Service do the following:
  - Hover cursor over **left panel** & select **Pay for Classes**
  - Click on **View Activity** button
- Click on corresponding year, semester(s)

## STEP 3

### Download Account Summary:

- Open semester tab i.e., (Spring, 2018)
  - **Click on Download PDF** tab
  - **Print** corresponding semester(s)

**(Is Box 7 checked on corresponding 1098-T?)**

If **YES**, also **print** the **Spring Semester** corresponding **Box 7**.  
**Download** and **print** all student account summaries corresponding the tax year being filed.