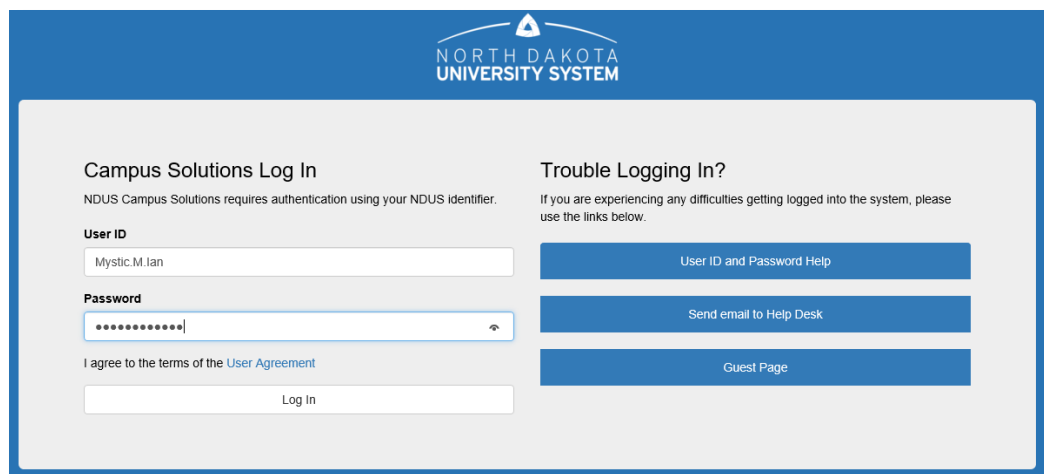


CampusConnection Helpsheet

View-Print 1098-T

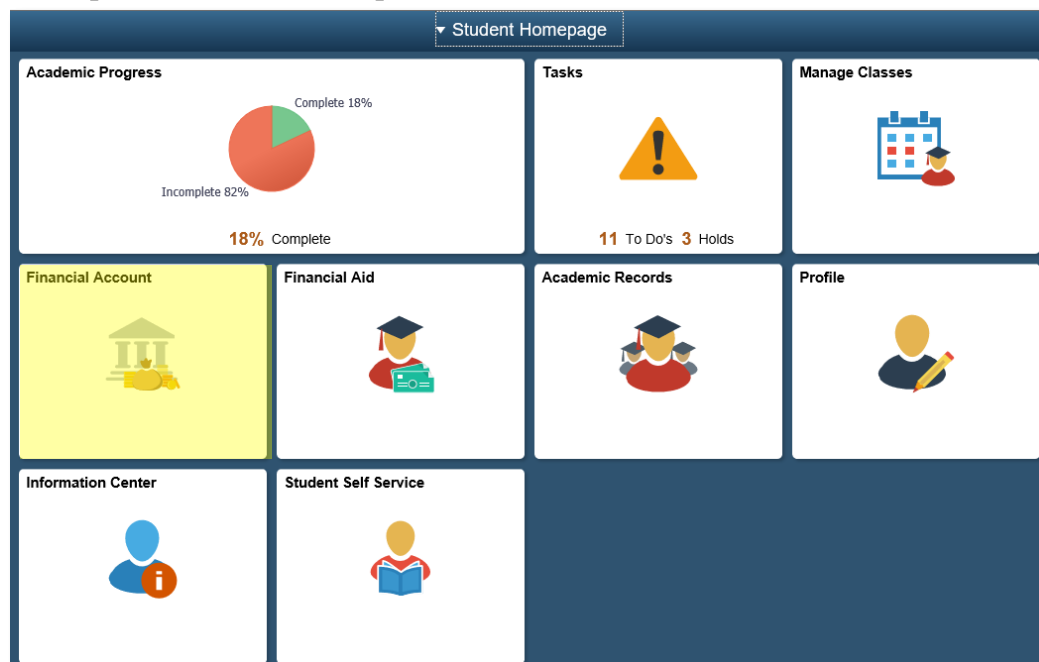
1. Access [CampusConnection](#).
2. Enter CampusConnection UserID and Password. Click **[Log In]**.



The screenshot shows the 'Campus Solutions Log In' page for the North Dakota University System. It features a blue header with the university logo. The main content area is divided into two columns. The left column is titled 'Campus Solutions Log In' and contains a text box for 'User ID' (with the example 'Mystic.M.Ian'), a password field, a checkbox for 'I agree to the terms of the User Agreement', and a 'Log In' button. The right column is titled 'Trouble Logging In?' and contains three buttons: 'User ID and Password Help', 'Send email to Help Desk', and 'Guest Page'.

On your Student Homepage:

3. Click **[Financial Account]** tile.



The screenshot shows a 'Student Homepage' dashboard with a dark blue header and a grid of white tiles. The tiles are arranged as follows:

- Academic Progress:** A pie chart showing 'Complete 18%' (green) and 'Incomplete 82%' (red). Below the chart, it says '18% Complete'.
- Tasks:** A yellow warning triangle icon with '11 To Do's' and '3 Holds' below it.
- Manage Classes:** A calendar icon with a graduation cap.
- Financial Account:** A yellow tile with a building icon and a dollar sign.
- Financial Aid:** A graduation cap icon with a green checkmark.
- Academic Records:** A graduation cap icon with a red book.
- Profile:** A person icon with a yellow pencil.
- Information Center:** A person icon with a blue 'i' in a circle.
- Student Self Service:** A person icon with a blue book.

On the left-side menu:

4. Select **[Account Services]**.



5. Select **[View 1098-T]**.



First time users must grant consent.

(Go to Step 9 if consent already granted)

6. Click **[Grant Consent]**.

Account Inquiry | Account Services

[Direct Deposit](#) | [1098T Tax Form](#) | [bank accounts](#)

View 1098-T

Years listed indicate which 1098-T statements are available for you to access. Please note that the Printed Date will only be visible for years you received a paper copy. Select the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, select the Box Amount Tab. View the details by selecting the hyperlink on the Amount field.

Note:

1. If you use a pop-up blocker, you will have to disable it to display your 1098-T.
2. If there is no hyperlink for the amounts, detail information is not available. Please contact your Bursar's office should you need more information.

1098-T Report Selection

General | Box Amount | [???

Tax Year	Version	Federal Tax ID	Description	Printed Date	Transmittal Date
2018	Original	450343495	Bismarck State College	01/23/2019	03/21/2019

i You have not consented to receive your 1098-T via on-line access. Select the Grant Consent push button to allow on-line receipt.

Grant Consent

7. Check **[Yes, I have read the agreement]** box. Click **[Submit]**.

1098-T Consent

1. 1098-T Consent Agreement

I agree to receive my 1098-T Tax form electronically through on-line access. Selecting the 'Yes, I have read the agreement' checkbox means you will no longer receive the 1098-T form via US mail. Select the Submit push button to always access your 1098-T on-line. Select the Cancel push button to return to the 1098-T Year selection.

The agreement is dated 06/20/2019

Yes, I have read the agreement

Cancel Submit

8. Click [View 1098-T Selection].

1098-T Consent [Print] [Close]

2. 1098-T Consent Confirmation

You have elected to receive your 1098-T electronically instead of through the US mail. Select the View 1098-T Selection button to continue viewing your 1098-T.

View 1098-T Selection

Print 1098-T

9. Select tax year.

Account Inquiry | Account Services

Direct Deposit | **1098T Tax Form** | bank accounts

View 1098-T

Years listed indicate which 1098-T statements are available for you to access. Please note that the Printed Date will only be visible for years you received a paper copy. Select the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, select the Box Amount Tab. View the details by selecting the hyperlink on the Amount field.

Note:

- If you use a pop-up blocker, you will have to disable it to display your 1098-T.
- If there is no hyperlink for the amounts, detail information is not available. Please contact your Bursar's office should you need more information.

1098-T Report Selection

General | Box Amount | [Print]

Tax Year	Version	Federal Tax ID	Description	Printed Date	Transmittal Date
2018	Original	450343495	Bismarck State College	01/23/2019	03/21/2019

10. Print.

CORRECTED

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number Bismarck State College 1500 Edwards Avenue PO BOX 5587 Bismarck ND 58506-5587 BSC Student Finance Services 701/224-5533		1 Payments received for qualified tuition and related expenses \$ 2618.55 2	OMB No. 1545-1574 <div style="font-size: 2em; font-weight: bold; text-align: center;">2018</div> Form 1098-T	Tuition Statement Copy B For Student This is important tax information and is being furnished to the IRS. This form must be used to complete Form 8863 to claim education credits. Give it to the tax preparer or use it to prepare the tax return.
FILER'S employer identification no. 450343495	STUDENT'S TIN *****7144	3 If this box is checked, your educational institution changed its reporting method for 2018 <input checked="" type="checkbox"/>	4 Adjustments made for a prior year \$	
STUDENT'S name Mystic Ian 1500 Edwards Avenue Bismarck ND 58503 USA		5 Scholarships or grants \$ 1798.00	6 Adjustments to scholarships or grants for a prior year \$	
Service Provider/Acct. No. (see instr.) 1080619	8 Check if at least half-time student <input checked="" type="checkbox"/>	7 Checked if the amount in box 1 includes amounts for an academic period beginning January--March 2019 <input type="checkbox"/>	9 Checked if a graduate student <input type="checkbox"/>	
Form 1098-T (keep for your records)		10 Ins. contract reimb./refund \$	Department of the Treasury - Internal Revenue Service	

www.irs.gov/Form1098T

Once consent is granted, 1098-T form will no longer be mailed. Each tax year it will be available for viewing/printing January 31.