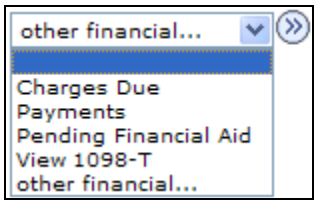
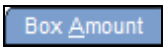
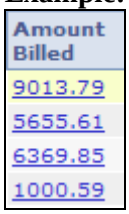
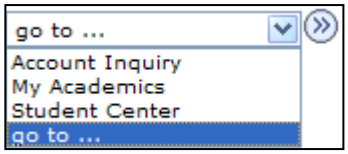
Viewing 1098-T Statement Information

In this topic, you will view your 1098-T Tuition Statement.

After successful login to MyNIU portal at http://myniu.niu.edu:

Step	Action
1.	Select **MyNIU Student Center** from the **My Quick Links** area. This link opens directly to the Student Center page.
2.	Click the **Other Financial** dropdown in the **Finance Area** of your student center to select the **View 1098-T** link. 
3.	Click the **Go!** button.
4.	On the **General** Tab on the **View 1098-T** page, you may select the Tax Year to view. This will open a PDF that you may print. Click the **General** tab and select a tax year.
5.	The **Box Amount** tab will display details about the year that you want to view. It is a quick view of the 1098-T information. Click the **Box Amount** tab. 

Step	Action
6.	Select an amount from the **Amount Billed** column to view the details. **Example:** Click the **1000.59** link. 
7.	After reviewing the information on the amount that was billed, click the **Return to View 1098-T** link.
8.	**Note:** If you need to navigate to another page, use the **go to ...** dropdown list located at the top of the page. Select the area needed, then click the >> (GO!) button. 
9.	Use the **MyNIU Portal Home** link to select different options from the portal or to sign out of MyNIU.
10.	You have completed Viewing 1098-T Statement Information topic. **End of Procedure.**