1. Log into UCD Access

2. Click on ‘Student’ tab
3. Click on the ‘Student Center’ link and Student Functions on the left menu.

4. A window will pop up entitled “(Student’s first name) Student Center”. Scroll down to Finances section.
5. Under My Account, click on Account Inquiry

6. Click on ‘Account Services’ tab
7. Click on ‘1098T tax form’ sub-tab

8. Grant consent, and then select the appropriate tax year by clicking on the link.

9. Select the desired 1098-T and click on the ‘View’ button.