

## **ACCESSING YOUR 1098T FORM**

**DRAKE UNIVERSITY**

Connecting with Drake University has gotten easier with the introduction of **BlueVIEW**—the Drake University portal to student services. Students may use **BlueVIEW** to find account information, their **1098T tax form**, calendars, student resources, and unofficial transcripts.

To connect to the portal you will need to know your Drake ID (found in the upper right corner of your transcript) AND a password. Please contact the Support Center at 271-3001 for this information, then follow the directions below:

1. Type <http://blueview.drake.edu> in the URL line of your browser and press Enter or Return.

Enter your **BlueVIEW** user name (your Drake ID number in 9 digits) in the login box. Your Drake ID number can be.\*

2. Enter your **BlueVIEW** password in the login box.
3. Click the Login button. *If you have trouble logging in you may call: (515) 271-3001 or 800-44 DRAKE extension 3001.*

Once you have “*Logged In*” please use the following directions to access your **1098T form**:

1. The **1098T Tax Form** is available within the **Student Services** section of **BlueView**. Access this section by clicking on the **Student Services** tab found along the top of the page. Once you have accessed the Student Services section, you will need to click on the 1098T link within the **'My Drake Account'** channel found in the column to the left (you may need to scroll down to see it).

Information included on the 1098T tax document:

- Box 2 (Billable Charges)
- Box 5 (Scholarships and Grants)
- The detail for boxes 2 and 5 is listed at the bottom of the form. Supplemental payments are also listed at the bottom on the form.

Tax questions should be directed towards your tax accountant.

For questions regarding information on the 1098T, contact the Office of Student Accounts, 515-271-4777.

The portal can be extremely useful to you; it only takes a little time to explore the options and decide how it can best serve you. When you finish your connection, always remember to **logout** so your account is not visible to another user.