Students should log into SIS>Financials>Tax Documents

Enter YOUR St Olaf user name and password, same you use for SIS.

Follow the prompts. Click on "My 1098T" under "View My Documents" NOT under the "my delivery settings"

St. Olaf College Employees Self-Service Documents

Home

My Delivery Settings

1095-C
✔ Authorized
1098t
✔ Authorized
W2
✔ Authorized
Faculty Employee Documents
✔ web
Staff Employee Documents
✔ web

View My Documents

My 1095-C
My 1098t
My W2
My Faculty Employee Documents
My Staff Employee Documents

Welcome

Welcome to St. Olaf College's Document Self-Service!

St. Olaf College is giving you the opportunity to receive your documents via the web. You will receive emails notifying you of when new information is available on our website.

You can choose any of the delivery settings displayed on the side menu. Click on **"My Delivery Settings"** or a specific group to select your personal delivery settings at any time. Your personal settings will be indicated with a green checkmark on the side menu.

After choosing your delivery settings, you can view any of the documents within the groups displayed on the side menu. Click on **"View My Documents"** and/or specific group. Then click on the document title to view the document.

Thanks for using Document Self-Service

Students will need to select the correct tax year and then the magnifying glass.

My 1098t Documents

Please click the Preview icon to view your 1098-T. Your document will display in the same or different window depending on settings your administrator has chosen.

Delivery Options

Filter By Year: [Show All]
✔ [Show All]
2017
2016
2015

Tax Year	Doc Type	View
2017	1098-T	🔍
2016	1098-T	🔍
2015	1098-T	🔍

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View My Documents

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Logout

Document Self-Service powered by:

If it doesn't pop up right away, students will need to disable their pop up blocker

Mac

How do I enable pop-ups for Safari 4 or higher? (Mac)

www.lifewire.com

1. Click on **Safari** on the upper left of your screen to open the drop down options and choose Preferences. 1. Make sure "Block **Pop-Up** Windows is unchecked as in the image above. Then click Preferences.
2. From the menu, choose Security.
3. Make sure Block **pop-up** windows is NOT selected. If it is selected, click it to deselect.

Windows

Follow these steps:

support.pearson.com

1. Click the **Chrome** menu on the browser toolbar.
2. Select Settings.
3. Click Show advanced settings.
4. in the "Privacy" section, click the Content settings button.
5. In the "**Pop-ups**" section, select "Allow all sites to show **pop-ups**." Customize permissions for specific websites by clicking Manage exceptions.

Students can then print the form or save it as a PDF and email it to their parent or tax provider.

We are encouraging all students to send this directly to the parent. If there is a real issue or the student is a former student we can mail their form. Confirm student's name, ID. If their is a financial release we can give the numbers to the parents over the phone. We can also mail the form to the permanent address we have on file. Lastly, we can email it to the student only, if they are not enrolled. We want the request in writing from the student to do so. Have them email tuition@stolaf.edu with their information.