



# Instructions for Students on How to Access Official 1098-T Form

1. Use Google Chrome or Firefox   to login to the Miami Dade County Public Schools website by typing <http://www.dadeschools.net>
2. Click on the red tab titled “Students”



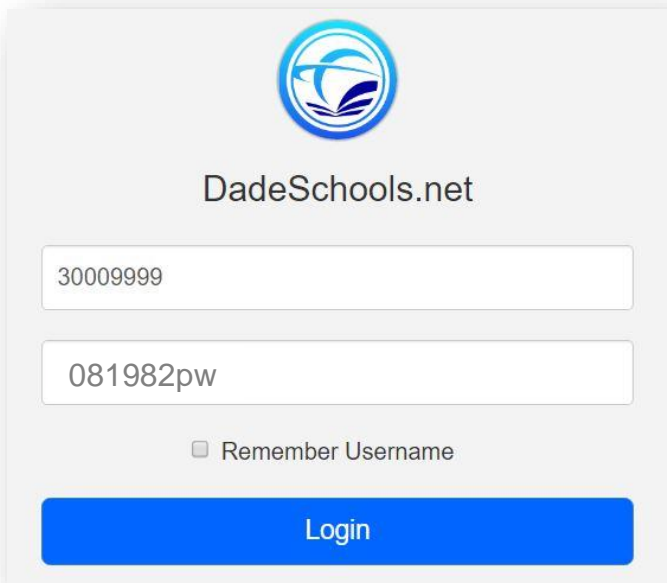
3. Click on button titled “Login to Student Portal”

Login to Student Portal

4. First Time Users:

Username: Student Identification Number (e.g., 30009999)

Password: The initial password is the student’s two-digit birth month and four-digit birth year and the letters **pw**, for example: **081982pw** and click **Login**.



*Students are encouraged to change their initial password to a unique, secure password so that no one else will have access to the student’s portal account.*

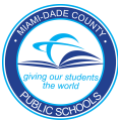
**Existing Users:**  
Username: Student Identification Number.  
Password: Use student’s password



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- Adult Education students will be directed to the FOCUS Student Portal.
  - Hover over the “Billing” Button
  - Click on “Print 1098-Ts

The screenshot displays the FOCUS Student Portal interface. At the top left is the Miami-Dade County Public Schools logo. The top right shows the user's location (7801 - George T. Baker Aviation Technical College), school year (2019-2020), and term (Term 2). Below the header is a navigation bar with tabs for School Information, My Information, and Billing. The Billing tab is active. A search bar is present with the text "Search...". Below the search bar, the "Print 1098-Ts" button is highlighted with a green box. The main content area is divided into several sections: Alerts (with a "Print 1098-Ts" button), District Reports, Messages (stating "There are no messages."), Featured Programs (listing Absences, Final Grades & GPA, Calendar, Class Schedule, and View All Programs), MDCPS Apps/Sites (listing MDCPS Apps | Services | Sites), and Upcoming Events - View Calendar (listing dates from Feb 17, 2020 to Mar 28, 2020, including Presidents' Day and Recess Days). At the bottom left is a search icon, and at the bottom right are links for Help and Logout.



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6. Select the tax year of interest from the drop-down menu box.
  - You may search for your 1098-T form for the current tax year (the default selection), as well as for the previous three tax years.
  - Click on “Print Official”. You may print as many duplicate copies as desired.

The screenshot displays the 'Print 1098-Ts' interface. At the top left is the Miami-Dade County Public Schools logo. The page title is 'Print 1098-Ts'. In the top right corner, it shows '7801 - George T. Baker Aviation Technical College', '2019-2020', and 'Term 2'. Below the title bar are navigation tabs: 'School Information', 'My Information', and 'Billing'. The main content area has a 'Print' tab selected. Below this is a search bar with the text 'Print 1098-Ts'. To the right of the search bar are three buttons: 'Print Unofficial', 'Print Official' (highlighted with a green box), and 'View'. Below the search bar is a dropdown menu labeled 'Filter' (highlighted with a green box) with a list of years: 2016, 2017, 2018, and 2019. The bottom of the page features a search icon, a 'Print' button, and 'Help' and 'Logout' links.



# Instructions for Students on How to Access Official 1098-T Form

- Click on the MDCPS logo to return to the main page
  - Click on the **MDCPS Apps|Services|Sites** link to return to the Miami Dade County Public Schools Adult Education Portal
  - Access additional applications
  - Important information
  - Click to **Logout**

Portal

7132 - Hialeah-Miami Lakes Adult and Community Ed Center 2016-2017 Term 3

School Information My Information Forms Assignments & Grades

Welcome, C Last login: Saturday, 12:26pm

Alerts	Messages	Upcoming Events - View Calendar There are no upcoming events.
<b>Featured Programs</b> ESOL-HB - ADULT ESOL Afternoon Yvan C Contreras Not Graded <input type="checkbox"/> Select teachers to Message: 291043@dadeschools.net <a href="#">Absences</a> <a href="#">Final Grades &amp; GPA</a> <a href="#">Calendar</a> <a href="#">Class Schedule / Registration</a> <a href="#">View All Programs</a>	<b>MDCPS Apps/Sites</b> <a href="#">MDCPS Apps   Services   Sites</a>	

Site Actions Browse Page

Apps | Services | Sites [Logout](#)

Home Adult Education Portal **Apps | Services | Sites** Resources Search this site...

Report Fraud All Site Content

Welcome to Applications, Services, and Sites Page

**Welcome to your Applications, Services, and Sites.**

For easy access to your favorite applications, services, and sites click on the star appearing next to application. The application icon will appear on the Favorites Toolbar. To remove it, click on the star again, and the icon will be removed from the Favorites Toolbar.

<b>Adult Ed. FOCUS Training</b> Training environment for FOCUS	<b>Be a School Volunteer</b> Sign up to participate as a school volunteer.	<b>Dadeschools Website</b> Click here to go to the Official M-DCPS Web site.
<b>Edgenuity</b> A New INTERVENTION Solution for Reading and Math	<b>Edmodo</b> A Collaboration Site for teachers and their students.	