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

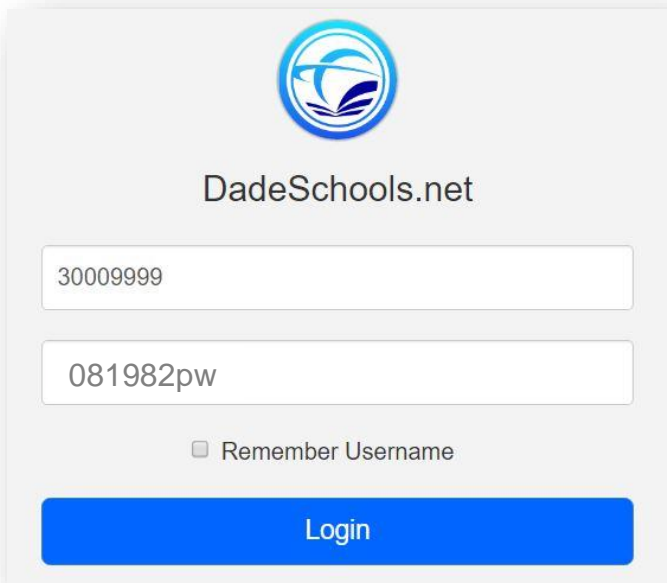2. Click on the red tab titled "Students"

3. Click on button titled "Login to Student Portal"

Login to Student Portal

4. First Time Users:
Username: Student Identification Number (e.g., 300009999)
Password: The initial password is the student's <u>two-digit birth month and four-digit birth year</u> 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.
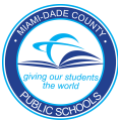
Existing Users:
Username: Student Identification Number.
Password: Use student's password

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

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.

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7. 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**