Note to Alumni and Former Students: PeopleSoft Self Service Access is provided for a period of five (5) years beyond a student's graduation or separation date. You must use the network logon ID you had as a student for access. If you do not remember your network logon ID, please contact:

- LSU Health Shreveport graduate/former student, please call the Shreveport Service Desk at (318) 675-6506
- LSUHSC New Orleans graduate/former student, please call the New Orleans Help Desk at (504) 568-HELP or (800) 303-3290

Please refer to the Sign On and Sign Off Instructions for additional information on signing on to PeopleSoft.

To view and or print your 1098-T:

1. Click the Main Menu option.
2. Click the Self Service option.
3. Click the Student Center option.
4. Click the **Financial Aid** list.

5. Click the **View 1098-T** list item.

6. Click the **Go** button.

7. Click the **Tax Year** desired for the 1098-T you want to view and print. Click the printer icon on your browser to print the 1098-T on your default printer.

   **NOTE:** Make sure you disable the pop-up blockers to display your 1098-T.
8. Click the **Close** button.

9. Click the **Box Amount** tab to view box amounts displayed on the 1098-T statement. To view details, click the hyperlink of the amount field. If there is no hyperlink on the amount field, detail information is not available.

10. Click the **Payment Received** link to view the details of that payment amount.
11. Click the **Return to View 1098-T** link.

12. Click the **Student Center** list item.

13. Click the **GO** button to return to the Student Center page.