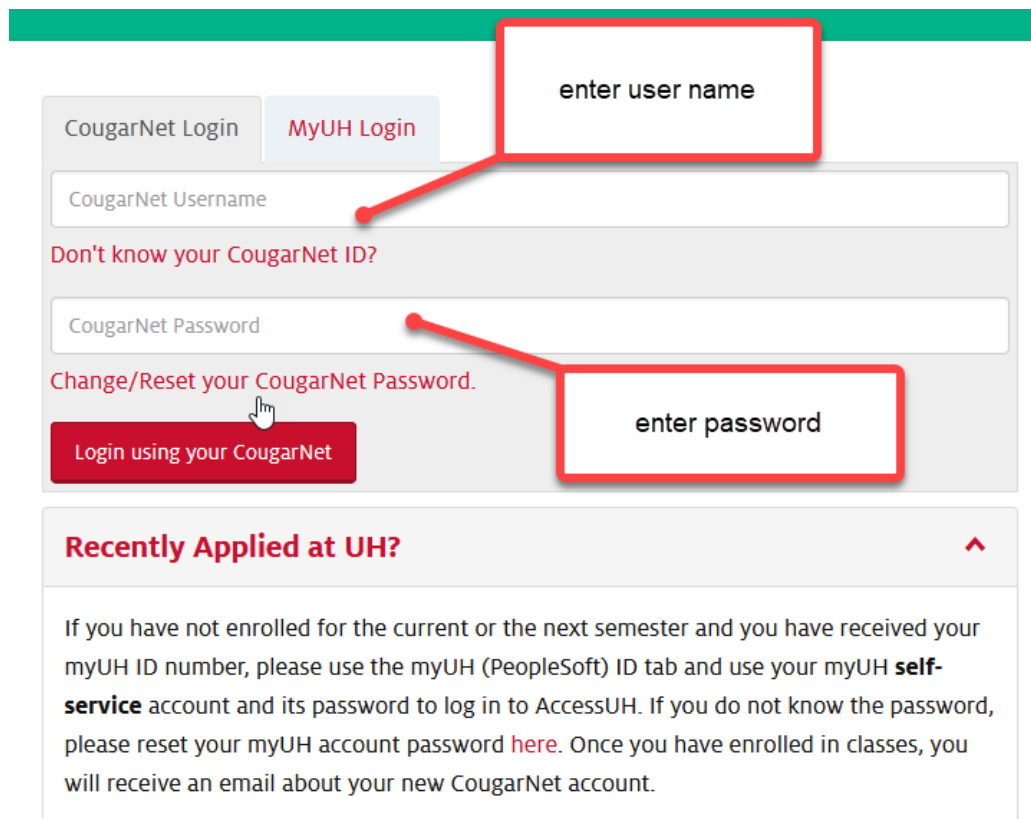


## Guided Reference: Electronically Consent to view 1098-T

Follow the steps indicated, if you would like to consent to receive and print your 1098-T digitally.

1. First, log into your AccessUH at <https://accessuh.uh.edu>.
  - a. Enter your CougarNet ID
  - b. Enter your Password
  - c. Then click on the login button.

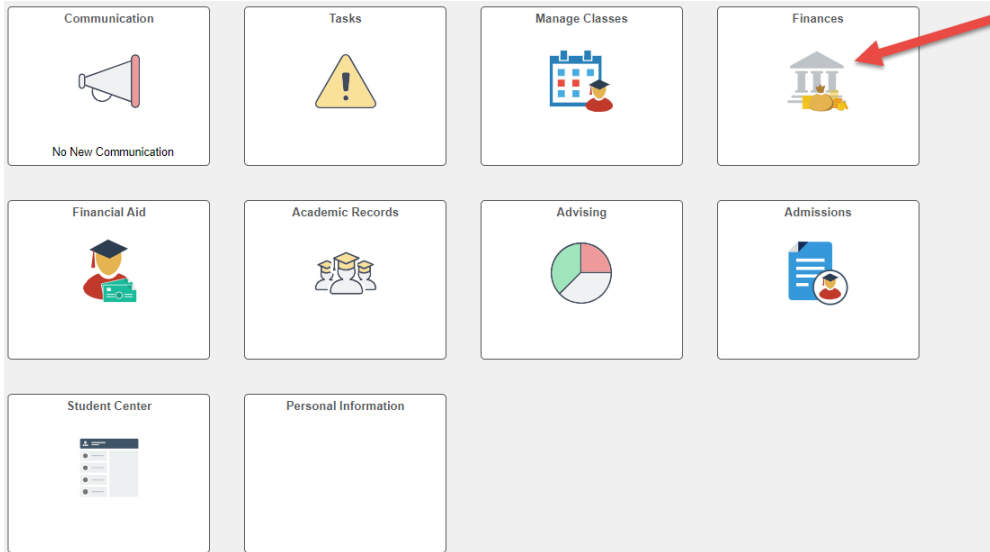


The screenshot shows the AccessUH login interface. At the top, there are two tabs: "CougarNet Login" (selected) and "MyUH Login". Below the tabs are two input fields: "CougarNet Username" and "CougarNet Password". A red box labeled "enter user name" points to the username field. Below the password field is a red box labeled "enter password" pointing to the password field. A red button labeled "Login using your CougarNet" is located below the password field. A link "Don't know your CougarNet ID?" is positioned between the username and password fields. Another link "Change/Reset your CougarNet Password." is located below the password field. Below the login section is a section titled "Recently Applied at UH?" with an upward-pointing arrow. The text in this section reads: "If you have not enrolled for the current or the next semester and you have received your myUH ID number, please use the myUH (PeopleSoft) ID tab and use your myUH **self-service** account and its password to log in to AccessUH. If you do not know the password, please reset your myUH account password [here](#). Once you have enrolled in classes, you will receive an email about your new CougarNet account."

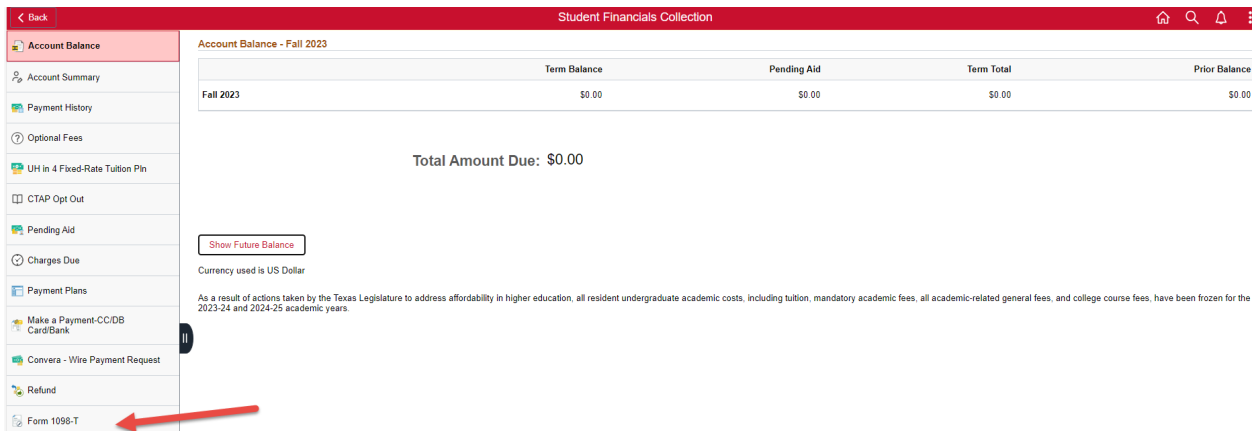
2. Next, you must select your myUH Self Service Icon located under University Service.



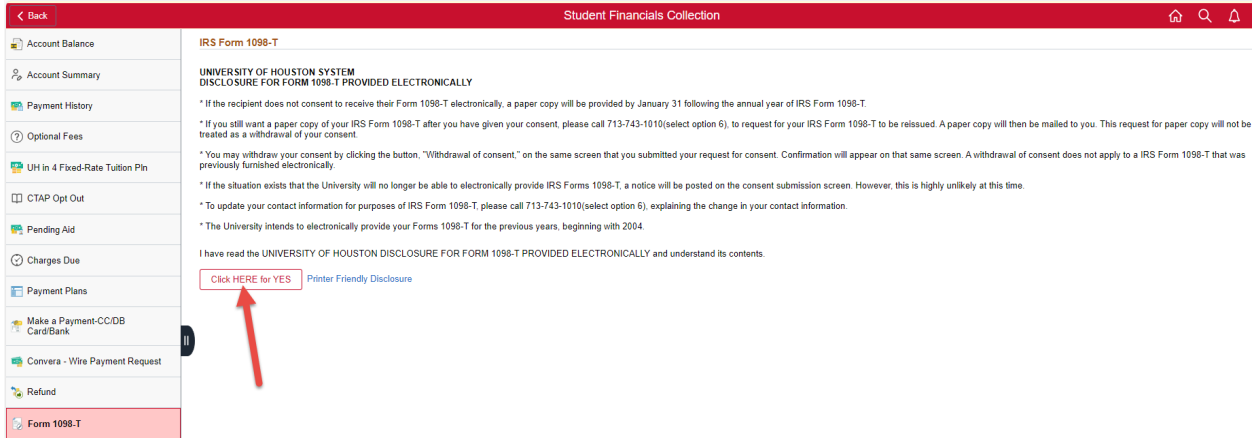
3. Then, click on the "Finances" link.



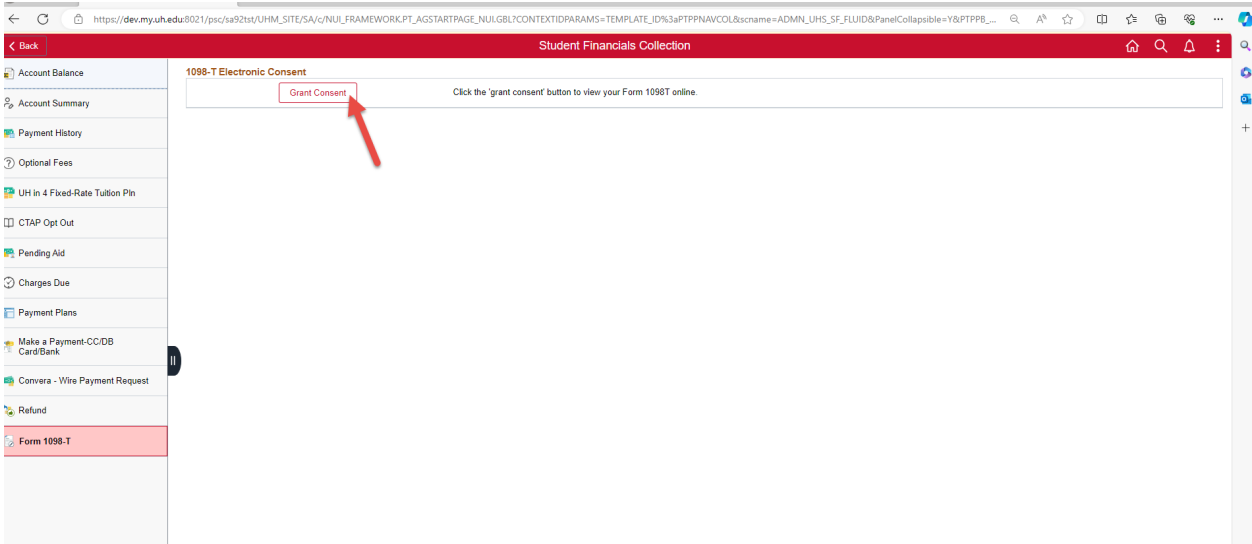
4. Click on "Form 1098-T"



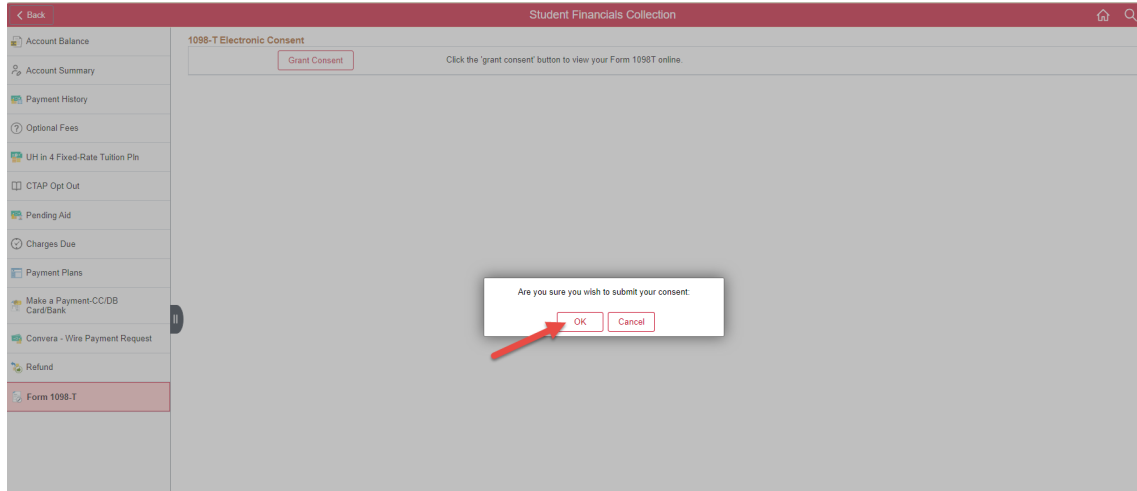
5. Please read the provided agreement to understand the terms.
  - a. Click on “click here for yes” based on the decision.



6. After your approval, the page will update.
  - a. Click on “grant consent.”



7. A second approval is now requested for consent.
  - a. Click "OK"



8. You're all set! Submission is complete.

*When your 1098-T becomes available, you may click on the link next to each year, to view or print.*

