

NORTHWEST TECH

NORTHWEST KANSAS TECHNICAL COLLEGE

1098-T INSTRUCTIONS

- ✓ **STEP 1:** Go to www.nwktc.edu
- ✓ **STEP 2:** Select “Campus” from the right side of the top menu bar.
- ✓ **STEP 3:** From the next screen, select “Empower Portal” from the left menu bar. Empower sign-in screen should look like this:



- ✓ **STEP 4:** Use your firstname.lastname (john.jones) as the user name and your last name followed by your student ID# as your password (jones0000). *If you are unable to access your account, your password may need to be reset. Please call 785-890-1508 to request account reset.*
- ✓ **STEP 5:** Upon successful login, select “Financials” from the left menu. Under Student Billing, select “1098-T Query.” This is your 1098-T statement to print for tax purposes and your records. Under the same menu option, you can retrieve your statement by selecting “Billing Detail Summary.” It is recommended that you provide both items to your tax preparer.