Accessing Your 1098-T through OnePort

Your 1098-T is available through OnePort. The process to access the electronic 1098-T is as follows:

- Click on “OnePort” on the UNC Asheville home page
- Enter your User Name and Password
- On the left-hand side, click on “Student Records Main Menu” under the “Student Records” folder
- From there, click on “Tax Notification”
- Enter in the appropriate Tax Year then click “Submit”

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There is an alternative method to accessing your 1098-T through OnePort using the Self Service Banner option and searching for ‘1098’. This method will be explained on the following page.

**Important Reminder:** These documents contain a portion of your social security number, which you will want to protect to help prevent identity theft. You are advised NOT to leave your computer screen unattended when viewing the 1098-T. Be sure to retrieve your printed copy of the 1098-T promptly if routed to a network printer shared by others.
• Click on “OnePort” on the UNC Asheville home page
• Enter your User Name and Password
• Click on “Self Service Banner”

You will be brought to this Main Menu. In the search bar, type in “1098” then press “Go”

Main Menu

• Search results will be brought up. Click on the “Tax Notification” and enter in the appropriate Tax Year then click “Submit”

Your 1098-T will be displayed and should resemble the sample seen below.

Tax Notification for Tax Year 2016

A representation of the Tuition Statement form 1098-T is shown below. This will not be sent to you or to the Internal Revenue Service as the amounts do not require reporting. Select links on the reported amounts to review the associated detail.

Select links on the Tax Report Descriptions below to see additional detail which may be helpful in determining the amount to claim for Hope Scholarship or Lifetime Learning Credit.