

DREXEL UNIVERSITY

How to Retrieve 1098-T Information through Student DrexelOne Account

1. Student will need to log into DrexelOne

Drexel University Login - powered by SunGard SCT Inc. - Windows Internet Explorer

https://one.drexel.edu/cp/home/displaylogin

File Edit View Favorites Tools Help

Drexel University Login - powered by SunGard SCT Inc.

drexelone

Login to DrexelOne

User-ID:

Password:

Need Help?

For forgotten passwords, try the self-serve [Password Reset Wizard](#).

To get a new account visit the [Accounts Page](#).

For direct access to other systems, try these links: [BannerWeb](#), [Bb Vista](#), [WebMail](#)

Or try our [general DrexelOne help page](#).


Candid Campus is About You

The new version of Candid Campus is about students, living and having fun on campus and in Philadelphia. Candid Campus is about you — and now, it's **by** you.

The new Candid Campus lets the Drexel community see your creative side. Wow us with a stunning visual by submitting your photos to Candid Campus. Make us laugh (or cry) with your sharp wit when you write an alternate photo caption. Make yourself heard by voting for the captions that impress you and voting against those that disappoint.

Photos submitted should be taken on campus or show a part of campus. Show us life at Drexel: the best shots show people participating in events or just going about their daily lives. Show us the secret places inside buildings or offer a new perspective on a building that everyone thinks they know. And don't forget the parts of Drexel outside the University City campus. There's gold out there, people — help us mine it!

Drexel students enjoying Philadelphia.



2. Student will need to click on the Students Tab in the upper right hand corner

The screenshot shows the DrexelOne website interface within a Windows Internet Explorer browser window. The address bar displays the URL: `http://one.drexel.edu/render.userLayoutRootNode.up?P_root=root`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The DrexelOne logo is in the top left, and navigation links for calendar, groups, email, help, and logout are in the top right. A user profile for Samantha Scheidler is shown. The main navigation bar contains tabs for welcome, drexel, students, employees, and community. A red arrow points to the 'students' tab. The page date is February 2, 2009. The content area includes sections for Important Dates, Personal Announcements (stating there are no announcements), Campus Announcements (with links to pay stubs, mobile discounts, and African American music), Word of the Day (from Dictionary.com, featuring the word 'chaff'), Search Drexel (with Directory Assistance and Google at Drexel), and Weather (for Philadelphia, PA, showing 37°F / 3°C and a 70% chance of snow).

3. Once under the Student Tab, the student will then need to click on the link More BannerWeb Student Records.

The screenshot shows the DrexelOne website interface in a Windows Internet Explorer browser window. The address bar displays the URL: http://one.drexel.edu/tag.cc27c0b655b625cb.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=students. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The DrexelOne logo is in the top left, and the user's name, Samantha Scheidler, is in the top right. A navigation bar at the top contains links for welcome, drexel, students (which is the active tab), employees, and community. The main content area is divided into several sections:

- Registration**: Includes links for Check Your Registration Information, Look-up Classes to Add, Add/Drop Classes, Buy Your Textbooks Now!, Student Schedule by Day & Time, Student Detail Schedule, Withdrawal Information, More BannerWeb Registration >>, Term Master Schedule, and Course Catalog.
- My Courses**: Includes links for My Courses, Access Bb Vista and Bb Blackboard and other course services, Coop / Steinbright Career Development Center, Search for Jobs, Maintain your Interview Requests, and More BannerWeb SCDC Services >>.
- Billing & Financial Aid**: Includes links for Review eBill, Account Summary by Term, My Overall Status of Financial Aid, Award Payment Schedule, Award History, and More BannerWeb Financial Aid >>.
- DragonCard Balances**: States "You have no active DragonCard account balances to show." and includes a link to DragonCard Office.
- Housing & Commuting**: Includes links for My Housing - room assignments, applications, Submit and Review Maintenance Request, Parking Services - parking policies, permits, and maps, and Drexel SEPTA ComPass Program - ComPass is a SEPTA sponsored and Drexel University subsidized discount program available to currently enrolled Drexel full-time students that provides students with a 10% discount on monthly commuter passes. Drexel employees who are also students are not.
- Student Records**: Includes links for View Holds, Final Grades, Academic Transcript, Degree Evaluation, and More BannerWeb Student Records >>.

 A red arrow points from the 'students' tab in the navigation bar to the 'More BannerWeb Student Records >>' link in the Student Records section.

4. Student will then be brought to the Student Records page, and the student will need to click on the link **Important Student Tax Information: IRS TAX Form 1098T**

The screenshot shows a web browser window titled "DrexelOne - Windows Internet Explorer". The address bar displays a URL from "http://one.drexel.edu". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The DrexelOne logo is in the top left, and navigation links for "calendar", "groups", "email", "help", and "logout" are in the top right. A "Back to Students Tab" link is also present. Below the navigation bar, there are tabs for "Personal Information", "Student Services", "Employee Services", and "SCDC Services". The "Student Services" tab is active, showing the "Student Records" section. A list of links is displayed, including "View Student Information and Advisor Name", "View Holds", "Final Grades", "Academic Transcript", "Request Printed/Official Transcript", "View Status of Transcript Requests", "Account Summary by Term", "Account Summary", "IMPORTANT STUDENT TAX INFORMATION: IRS TAX FORM 1098-T", "DegreeWorks Audit", "Degree Evaluation", and "Obtain a Certification of Enrollment". A red arrow points to the "IMPORTANT STUDENT TAX INFORMATION: IRS TAX FORM 1098-T" link. At the bottom, it says "RELEASE: 8.3" and "powered by SUNGARD'SCT HIGHER EDUCATION". The status bar at the very bottom shows "Done" and "Internet" with a 100% zoom level.

5. When the student clicks on the link provided for the tax information they will be brought to another page with the following information:

DrexelOne - Internet Explorer, optimized for Bing and MSN

http://one.drexel.edu/cp/render.UserLayoutRootNode.up?uP_tparam=utf&utf=%2Fcp%2Fip%2Flogin%2F

File Edit View Favorites Tools Help

Yahoo! Banner Blackboard Drexel1 Bursar's Office Drexel University eBill Hyperion TC Supplies Ask Drexel

DrexelOne

drexelone

calendar help logout groups email

Back to Students Tab

Personal Information Student Services Financial Aid Services Faculty Services Employee Services

HELP

Select Tax Year

You can access your online 1098-T [here](#).

To login, you will need the following information:
School Code = 7D
Account = DREXEL University ID#
Password = PIN number assigned by ECSI

Your PIN number was noted on the original mailing or an email to your Drexel.edu Account of your 1098-T that was sent on or before Tuesday, January 31, 2012. If you do not have your PIN, you can obtain it by contacting ECSI at **(866) 428-1098**.

For further information, please refer [here](#).

For your 2008 through 2011 online 1098-T, click [here](#). For tax information referencing years prior to 2008, enter the tax year in the box below.

Enter a Tax Year:

RELEASE: 8.1

Done Internet 100%

Students can access the 1098-T forms online by going to the login page:
www.ecsi.net/myacct

***The students will need to have the following information:

School Code = 7D
Account = DREXEL ID#
Password = pin number assigned by ECSI.

The student's PIN number is noted on the original mailing of the 1098-T. The student can also obtain their PIN by contacting ECSI on the ECSI 1098-T hotline number at **(866) 428-1098**.

Additional information on the IRS 1098T form explanation can be obtained at ECSI via this web link www.ecsi.net/1098T.