Accessing your 1098T online through Vangent.

*For assistance please call 800-223-0043. Hold on the line to speak with an agent.*

1. Open a web browser and navigate to [http://tra.vangent.com](http://tra.vangent.com).
   a. Internet Explorer 7 and 8, and all versions of Firefox, Chrome and Safari should work well. If you are using Internet Explorer 9, you may need to use the “Compatibility View.” You can generally find an option for “Compatibility View” in the tools menu of your browser.

2. On the Vangent TRA Services home page, click on “First Time Students.”

3. Enter the last 5 digits of your Social Security Number, and your full first and last name (as it is recorded with BCC), then click “Next.”
4. You should receive the following message:

![Registration Form]

If you do not receive this message, you may click “Try Again” to re-enter your information, making sure you use the correct digits from your SSN and your name as it is listed with BCC. If you have trouble logging in, or lock yourself out by exceeding 3 attempts, you may call 800-223-0043 for technical assistance. Hold on the line to speak with an agent for assistance.

5. If records were found for you, proceed by providing the following information and then click “Complete Registration.” Please note that only one account can be created per email address, so you cannot have multiple accounts associated with the same email address.
6. You will receive an email from TRA Customer Service ([Hopescholar@vangent.com](mailto:Hopescholar@vangent.com)), that will contain a link to complete your registration and a temporary password. If you do not receive the email, check your junk mail folder. Enter the UserID you created, and the temporary password from the email, and click “Next.” The UserID is not case sensitive, but the password is case sensitive.
7. Select a security question and provide the answer for it. The answer is case sensitive. You will use this question/answer to reset your password or retrieve your UserID if you forget them in the future. Click submit when finished.

8. Provide a new password for your account. Create a strong password that you will remember. Keep this information somewhere safe. Click “Next” when done.
9. Once you have set your password, you will be logged in and can select the form you wish to view, download or print. Click on the “View/Print 1098-T” pdf icon in the Action column for the form that you want. Forms are available for the current year and up to 3 years in the past, if you were a BCC student and received a 1098-T for those years. You will not have the “Change 1098-T data” option, as BCC does not accept updates to address information through this system.

10. You will receive the following message if accessed your 1098-T prior to about January 31, 2012. If you click the “Acknowledge” box, you are agreeing to receive an electronic copy of your 1098-T (which you can print), and to not receive a copy by mail.

Whether you “Acknowledge” the message or not, you will be able to return to this
system to view, download and print your forms in the future. There is no limit to the number of times you can print your 1098-Ts. If you are accessing your 1098-T after they have been mailed (around January 31, 2012), then you will not receive the “Acknowledge” message.

11. Once you check the “Acknowledge” box and “Save,” you will be able to view/print your 1098-T. Remember that you will be able to return at any time to view/print your 1098-T, and there is no limit to the number of copies you may print.

Contact Vangent at 800-223-0043 for assistance logging in and using this site. Hold on the line to speak with an agent.