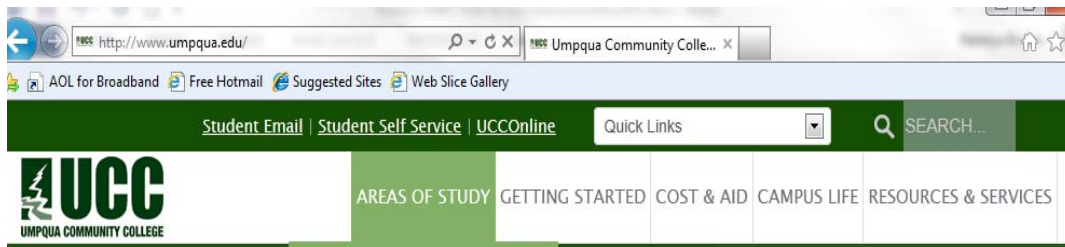
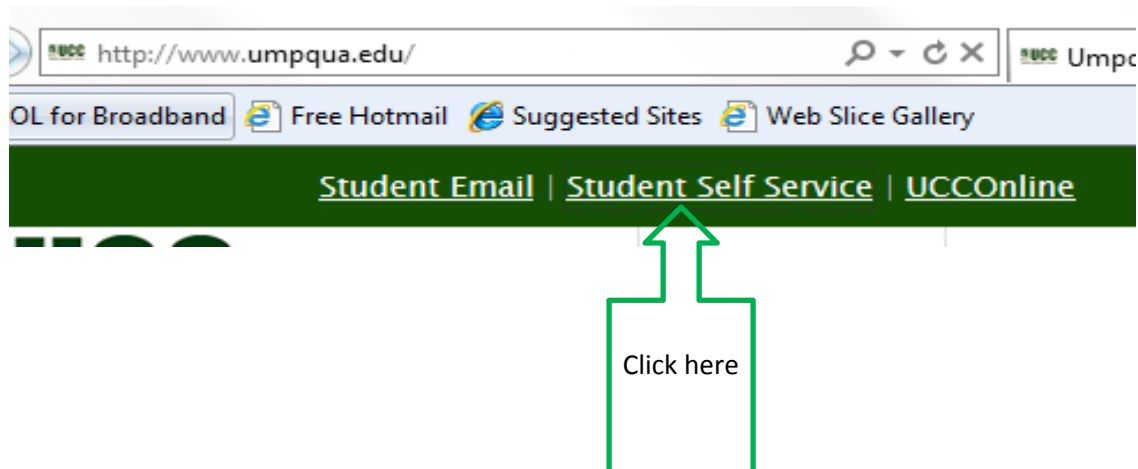


Directions for Students to Retrieve 1098-Ts Electronically

1. Open a web browser (such as Internet Explorer, Chrome, Firefox, etc.) and enter – www.umpqua.edu in the address box. You should see the following:



2. Click on Student Self Service on the top of the page:



3. Log in following instruction on the page:

User Login

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID and your PIN is Case Sensitive.

To protect your privacy, please Exit and close your browser when you are finished.

Select "Forgot PIN" below if you have forgotten your Personal Identification Number (PIN): This option will reset the PIN without you having to call for assistance. Then enter your Security Question along with the Answer to gain access to your information. Please limit your New PIN between 8 and 15 characters, and do not use special characters (e.g. *, #, @, etc.). Answer is cAsE sEnSiTiVe.

After 3 failed attempts to sign in you will need to contact the Help Desk at 541-440-7808 for assistance.

Please read the [UCC Information Technology Acceptable Use Policy](#)

Enter User ID Number (8xxxxxxxx), not User Name (jsmith01)
PIN for first time users is Date of Birth(MMDDYY)

User ID:
PIN:

4. Choose Student tab or menu option:

Personal Information **Student** **Financial Aid**

Search

Main Menu

- [Personal Information](#)
View addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.
- [Student](#)
Apply for Admission, Register, View your academic records
- [Financial Aid](#)
View All Financial Aid information
- [Faculty and Advisors](#)
Enter Grades and Registration Overrides, View Class Lists and Student Information

5. Choose Student Account:

Student

[Admissions](#)

Apply for Admission or Review Existing Applications

[Registration](#)

Check your registration status, class schedule and add or drop classes

[Student Records](#)

View your holds, grades, transcripts

[Student Account](#)

View all student account information

[Answer a Survey](#)

Quick question(s) to give us some feedback.

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6. Click on Select Tax Year:

Personal Information **Student** **Financial Aid** **F**

Search

Student Account

[Account Summary](#)

[Account Summary by Term](#)

[Account Detail for Term](#)

[Account Summary by Period](#)

[Select Tax Year](#)

[Tax Notification](#)

[View Holds](#)

[Account Information](#)

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7. Enter 4 digit tax year and click Submit:

Select a Tax Year

Enter a Tax Year:

8. Choose Tax Notification:

Student Account

[Account Summary](#)
[Account Summary by Term](#)
[Account Detail for Term](#)
[Account Summary by Period](#)
[Select Tax Year](#)
[Tax Notification](#)
[View Holds](#)
[Account Information](#)

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Your 1098-T should now display for you.