



## INSTRUCTIONS FOR ACCESSING 1098-T INFORMATION VIA THE WEB as of 1/24/2020

TO ACCESS YOUR STUDENT ACCOUNT, PLEASE LOG ONTO THE COLLEGE WEBSITE AT:  
[WWW.HOUSATONIC.EDU](http://WWW.HOUSATONIC.EDU)

1. Click on the MYCOMMNET tab, located on the right.
2. Log into myCommNet.
3. Enter your "NetId" and "Password".
4. Select "Student Self Service" tab.
5. Select "Billing/Payment"
6. Select "Tax Year Selection." Tax year needs to be selected to view the dollar amounts and other relevant information.

**PLEASE NOTE:** Students also have the option to view and download the 1098-T from General Dynamics' website. The student may set up an account in Vangent (now called General Dynamics Information Technology) to download or print a 1098-T for any year. The link to the General Dynamics login page is <https://tra.maximus.com>. The student can create an account by clicking on First Time Students. Once the account is created, the student can then enter a User ID and Password and click on Login within the main webpage.