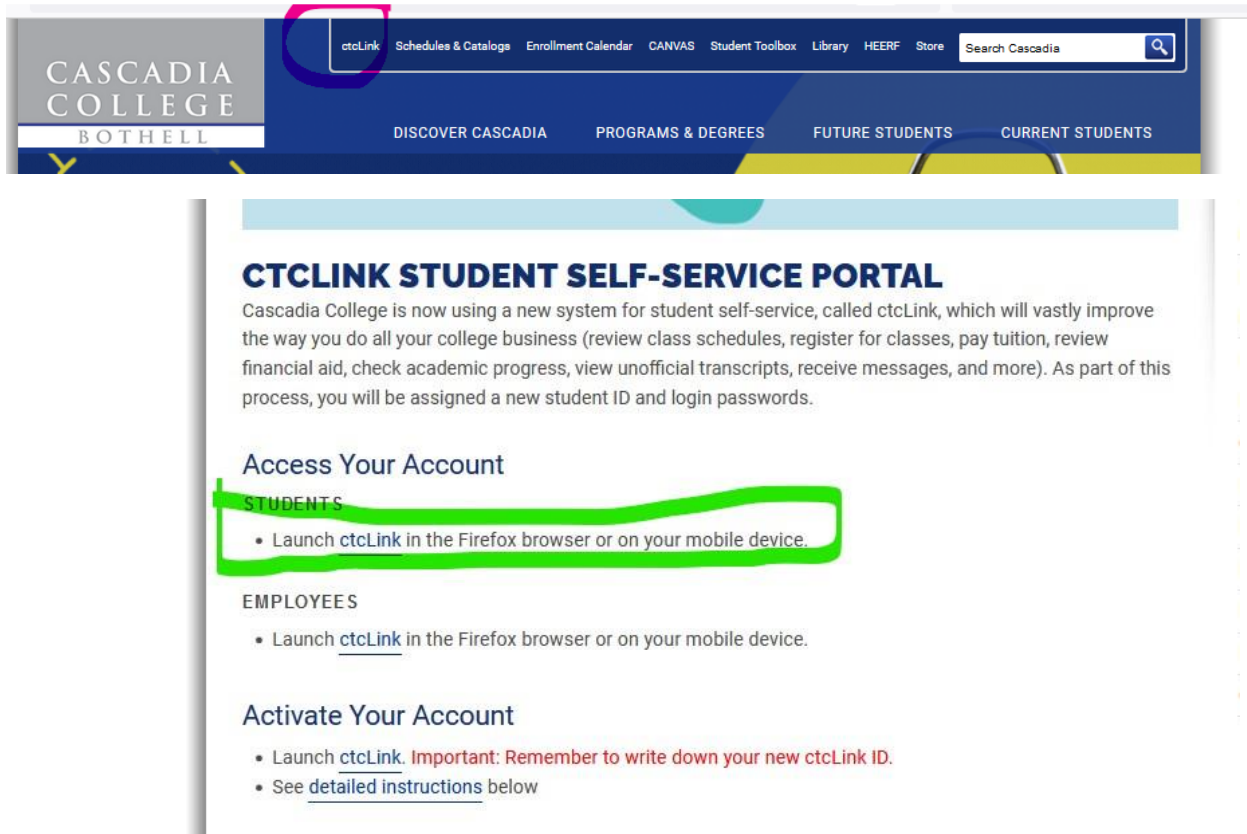


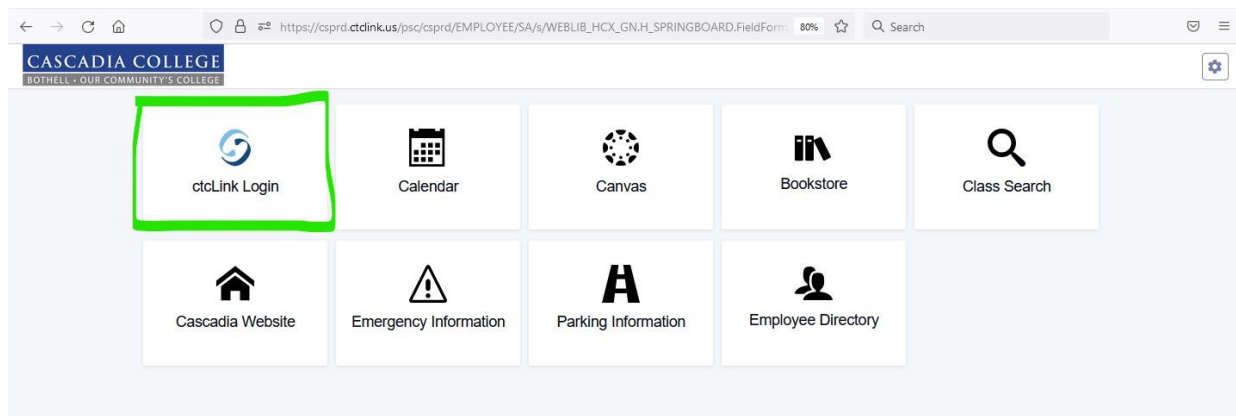
How to View your 1098-T Form Using ctclink

You will first login to ctclink from our main website using the link in the upper header menu:



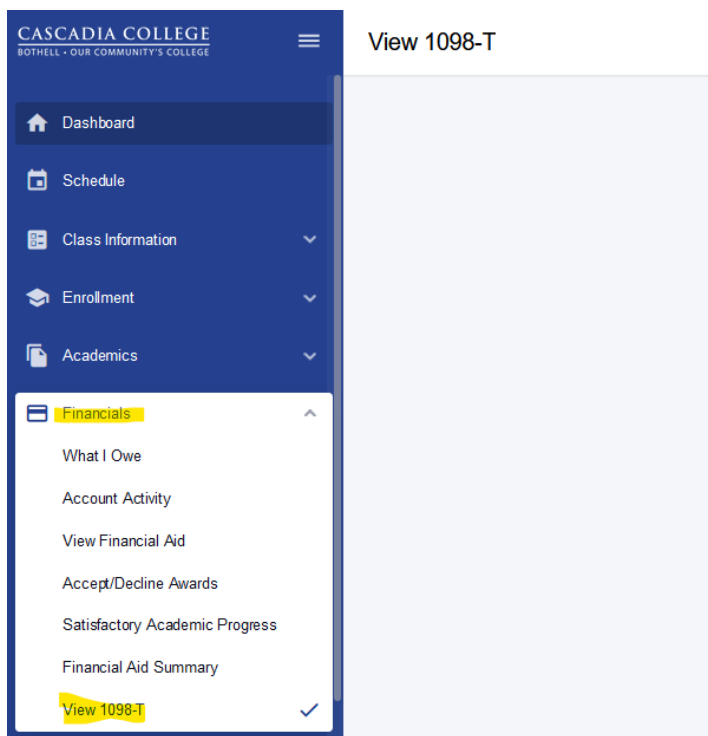
The image shows the top navigation bar of the Cascadia College website. The header includes the college logo, a search bar, and links for 'ctcLink', 'Schedules & Catalogs', 'Enrollment Calendar', 'CANVAS', 'Student Toolbox', 'Library', 'HEERF', and 'Store'. Below the header, there are navigation tabs for 'DISCOVER CASCADIA', 'PROGRAMS & DEGREES', 'FUTURE STUDENTS', and 'CURRENT STUDENTS'. The main content area features a section titled 'CTCLINK STUDENT SELF-SERVICE PORTAL' with a detailed announcement about the new system. Under the heading 'Access Your Account', there are two sections: 'STUDENTS' and 'EMPLOYEES'. The 'STUDENTS' section contains a bullet point: 'Launch ctcLink in the Firefox browser or on your mobile device.' The 'EMPLOYEES' section contains a bullet point: 'Launch ctcLink in the Firefox browser or on your mobile device.' Below this is the 'Activate Your Account' section with two bullet points: 'Launch ctcLink. Important: Remember to write down your new ctcLink ID.' and 'See detailed instructions below'.

Once you have logged in, you will be taken to the menu screen as shown below, where you will click on the “ctcLink Login” tile:



The image shows a web browser window displaying the ctclink menu screen. The browser's address bar shows the URL: 'https://csprd.ctclinkus/psc/csprd/EMPLOYEE/SA/s/WEBLIB_HCX_GN.H_SPRINGBOARD.FieldForm'. The page header includes the Cascadia College logo and the tagline 'BOTHELL - OUR COMMUNITY'S COLLEGE'. The main content area is a grid of tiles. The first tile, 'ctcLink Login', is highlighted with a green box. Other tiles include 'Calendar', 'Canvas', 'Bookstore', 'Class Search', 'Cascadia Website', 'Emergency Information', 'Parking Information', and 'Employee Directory'.

From here, click on the “Financials” link on the left-side menu, and click on View 1098-T:



From here, you should be able to both view and print a copy of your 1098-T for your records.

Cascadia is committed to creating a supportive environment for a diverse student, faculty, and staff population. Individual differences are celebrated in a pluralistic community of learners.

Cascadia does not discriminate on the basis of race, color, religion, gender and/or sex, sexual orientation, national origin, citizenship or immigration status, age, marital or veteran status, or the presence of any sensory, mental or physical disability, or genetic information, and is prohibited from discrimination in such a manner by college policy and state and federal law.

The following office has been designated to handle inquiries regarding non-discrimination policies and can direct inquiries to the appropriate office for ADA-related requests:

*Vice President of Administrative Services
Cascadia College
18345 Campus Way NE
Bothell, WA 98011
nondiscrimination@cascadia.edu*