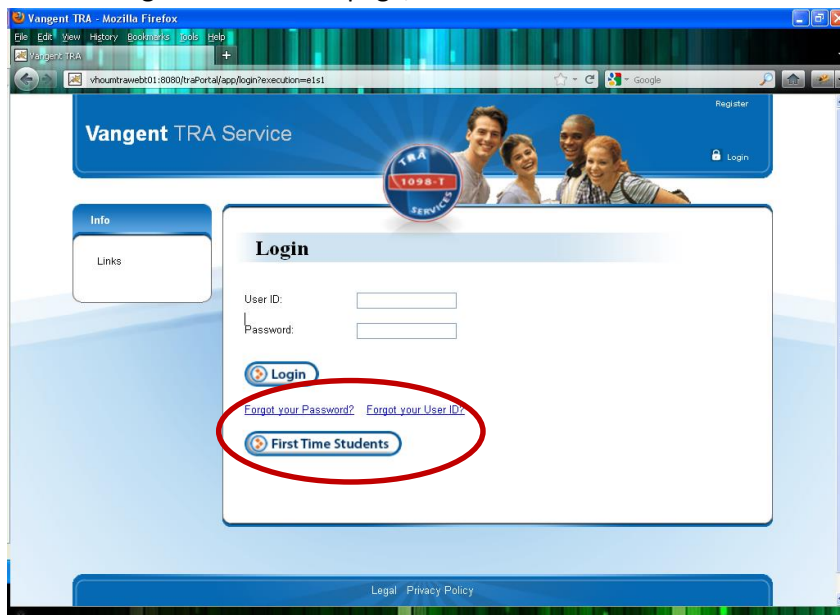


Accessing your 1098T online through General Dynamics Information Technology (Vangent).

If you have used Vangent previously to access your 1098-T information, you will need to login with your account information. Use the “Forgot your Password?” or “Forgot your User ID?” links as necessary.

Please be aware that Vangent was recently acquired by General Dynamic Information Technology (GDIT), therefore you may encounter either the Vangent or GDIT name on various forms and pages as you move through the process, as they are the same entity.

1. Open a web browser and navigate to <http://tra.vangent.com>.
 - a. All versions of Firefox, Chrome, and Safari should work well. If using Internet Explorer, we strongly encourage that you do not use an Internet Explorer version older than 9. 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. While this site will work on most mobile platforms, there may be some issues with receiving password emails on your mobile device. If you encounter this issue, we recommend that you complete the registration via desktop or laptop, and then you should be able to access the documents via your mobile device.
2. On the Vangent TRA Service 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 UVM), then click “Next.”

Note: If you type in the last 5 digits of the SSN, first and last name, and your browser is spinning but does not advance, please check your browser type. For Internet Explorer 9, you may need to use the compatibility view, which you should find in the tools menu of your browser.

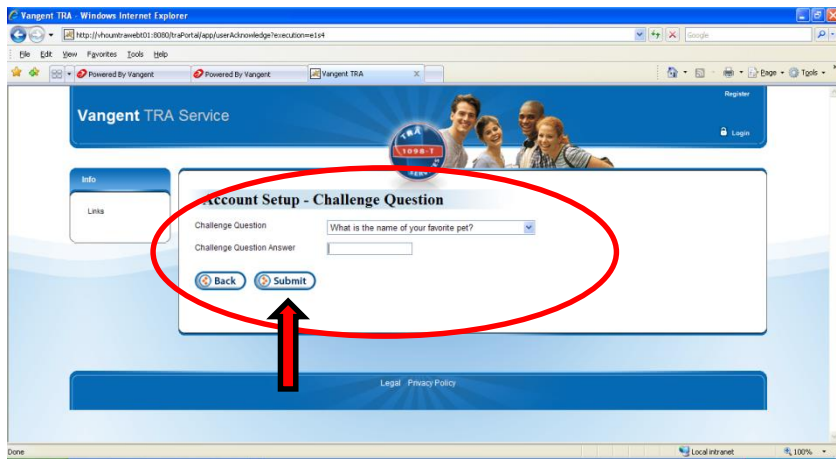
4. You should receive the following message:

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 UVM. 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.

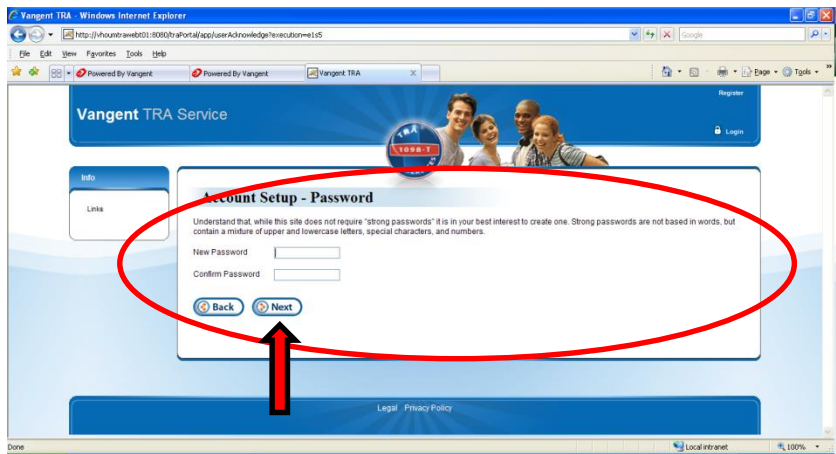
5. If records were found for you, proceed by providing the following information and then click “Complete Registration.” Please note that only one account can be created per email address, so you cannot have multiple accounts associated with the same email address.

6. You will receive an email from TRA Customer Service (Hopescholar@vangent.com), 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.

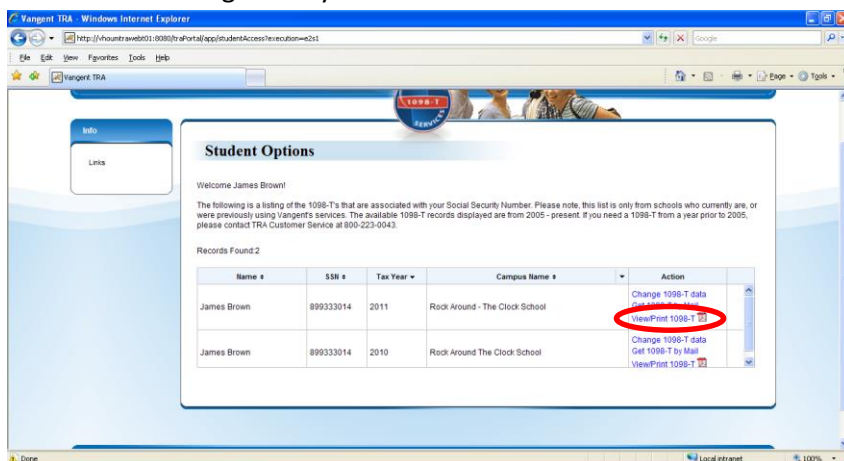
7. Select a security question and provide the answer for it. The answer is case sensitive. You will use this question/answer to reset your password or retrieve your UserID if you forget them in the future. Click submit when finished.



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.

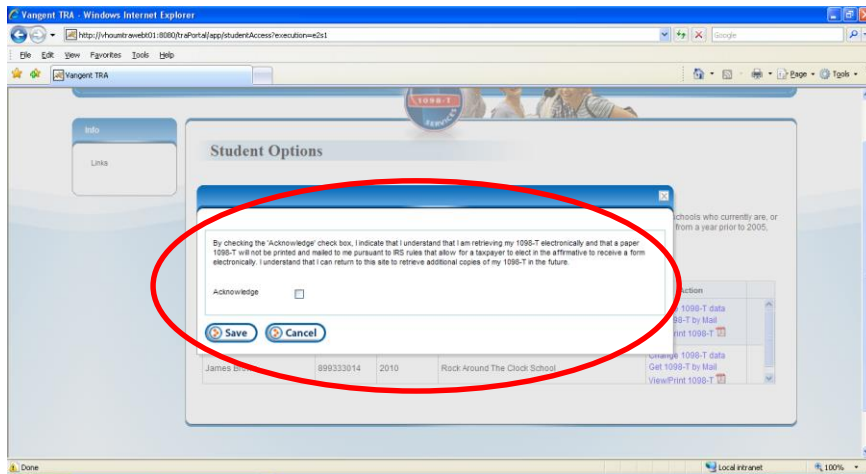


9. Once you have set your password, you will be logged in and can select the form you wish to view, download or print. Click on the “View/Print 1098-T” pdf icon in the Action column for the form that you want. Forms are available for the current year and up to 3 years in the past, if you were a UVM student and received a 1098-T for those years. You will not have the “Change 1098-T data” option, as UVM 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, 2015. 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 not 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, 2015), 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 General Dynamics Information Technology (Vangent) at 800-223-0043 for assistance logging in and using this site. Hold on the line to speak with an agent. The hours of operation are from 7 AM to 7 PM (EST), Monday through Friday.