Provide authorization to a parent or another individual to view your 1098T:

If a parent or another user has already been authorized to view your student account, you will simply need to edit their profile to allow for viewing of 1098T information. (click here for instructions to authorize an existing user). Follow the below steps in order to set up a new authorized user.

- Authorize a new authorized user to view your 1098T
  1. Login to MyPurdue (http://www.mypurdue.purdue.edu). Click on the ‘Financial Tab’.
  3. Click on the tab marked ‘My Account’, and select the menu item ‘Authorized Users’.
4. Click on ‘Add New Authorized User’, and provide the email address and name of the user that you would like to provide account access to. Select the option allowing display of 1098T information and any other access that you would like to provide to this user.

![Add Authorized User form]

5. Submit your changes by clicking the ‘Continue’ button.