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# INSTRUCTIONS TO ACCESS *GLACIER TAX PREP*

OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS

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# INTRODUCTION TO GLACIER & GLACIER TAX PREP

ISS is pleased to announce that Purdue's international students, faculty and staff at the West Lafayette and Indianapolis campuses will have access to the tax software program, GLACIER TAX PREP. This free program can provide step-by-step assistance with nonresident alien federal income tax form preparation.

## GLACIER

Glacier is an online tax compliance system that allows institutions to efficiently and effectively collect information, make tax residency and income tax treaty determinations, maintain data, and file reporting statements with the IRS. Purdue University uses Glacier to make sure we pay and tax our international population correctly.

All students and scholars that have been paid by Purdue University (employment, fellowships, scholarships, awards, etc.) should have a Glacier account. For those paid by Purdue, you can access Glacier Tax Prep directly through your Glacier account. Your Glacier information will be transferred directly into Glacier Tax Prep, making it easier for you to file your tax return paperwork.

**You DO NOT need to request access to Glacier Tax Prep through myISS if you already have a Glacier account.**

**You can access your Glacier account at [www.online-tax.net](http://www.online-tax.net).** If you don't remember your UserID and Password, please click on "Forgot Login?".

## GLACIER TAX PREP (GTP)

Glacier Tax Prep provides federal tax filing assistance for nonresident aliens. Glacier Tax Prep will:

- Determine U.S. Tax Residency Status
- Determine the Person's U.S. Tax Return Filing Requirement
- Collect Additional Information
- Finalize Tax Return and Forms

International students and scholars at Purdue can access Glacier Tax Prep for free. You will either log into Glacier Tax Prep through your Glacier account, or gain access through myISS.

If you have any difficulties using Glacier Tax Prep, please use the **HELP!** link directly in GTP.



**If you already have a Glacier account, then STOP. Do not proceed with the instructions in this document. You will access Glacier Tax Prep by logging into your Glacier account at [www.online-tax.net](http://www.online-tax.net). If you don't already have a Glacier account, please proceed with the instructions in this document to access Glacier Tax Prep through myISS.**

# FOR STUDENTS & SCHOLARS CURRENTLY AT PURDUE

## INSTRUCTIONS FOR STUDENTS & SCHOLARS WHO ARE CURRENTLY AT PURDUE

Go to myISS at [connect.iss.purdue.edu](https://connect.iss.purdue.edu)

- Click the blue **Login** button in the middle of the screen.
- Log in with Purdue Multi-Factor Authentication. (Questions regarding Multi-Factor Authentication are addressed [here](#).)
- Once logged into myISS, click on the **Insurance and Finances** section on the left side of the page.
- Click the **Glacier Tax Preparation** link.
- Review the information on the page, then click the **Access Glacier Tax Prep** button.

Follow the instructions to complete your tax forms.

The image displays two screenshots from the myISS portal. The left screenshot, titled 'Welcome to the myISS Services Login Page', shows the login interface for Purdue University International Students and Scholars. It includes a 'Login' button and a section for users without a Purdue Career Account. A large blue arrow points to the 'Login' button. The right screenshot shows the 'Insurance and Finances' section of the myISS portal. It features a sidebar with various service links and a main area with a 'Tasks' section containing a 'Glacier Tax Preparation' link. A large blue arrow points to the 'Glacier Tax Preparation' link.

If you are unable to access myISS using your Purdue University credentials, please email [iss@purdue.edu](mailto:iss@purdue.edu). Please state that you are trying to access Glacier Tax Prep via myISS and you are unable to log in using your Purdue credentials. You can expect to receive a response to your email inquiry within three business days.

# FOR STUDENTS & SCHOLARS WHO ARE NO LONGER AT PURDUE

## INSTRUCTIONS FOR STUDENTS & SCHOLARS WHO ARE NO LONGER AFFILIATED WITH PURDUE UNIVERSITY BECAUSE THEY HAVE GRADUATED OR OTHERWISE ENDED THEIR PURDUE PROGRAM

- Go to myISS at [connect.iss.purdue.edu](https://connect.iss.purdue.edu)
- Scroll to the bottom of the page where it says “**Don’t Have a Purdue Career Account?**” and click the **Student/Scholar Login** button.
- Click the **E-mail me my Limited Access PIN** button at the bottom of the screen if this is your first time. Enter your Purdue University ID number and click Submit. NOTE: Omit the first zero when entering your Purdue ID number in the University Identification Number. If your PUID is 0012345678, enter 012345678. An email will be sent to the email address that you last reported to ISS.
- Once you receive the Limited Access PIN in the email, use it to log in to Limited Services by entering the following:
  - Your Purdue University ID number. NOTE: Omit the first zero when entering your Purdue ID number in the University Identification Number area. If your PUID is 0012345678, enter 012345678.
  - Your Date of Birth
  - Your Limited Access PIN

### Welcome to the myISS Services Login Page

#### Purdue University International Students and Scholars

myISS is Purdue University's web portal to immigration services, requests, and benefits for our international student, scholar, and employee community.

#### Current Students, Faculty, or Staff

For full access to your international services account, please log in.

Login

A Network ID and password are required.

#### Don't Have a Purdue Career Account?

Limited Access is intended for use by new or former students and scholars who are not enrolled or engaged in activity with Purdue University. (If you are currently active at Purdue, please click the Login button above.)

NOTE: omit the first zero when entering your Purdue ID Number in the University Identification Number field after clicking the Limited Services link below. Ex. If your PUID is 0012345678, enter 012345678.

[Student/Scholar Login](#)

### Login to myISS - Limited Services

#### LOG-IN WITH A NETWORK ID TO GAIN FULL ACCESS

This access will provide limited services. These are services that allow incoming students and scholars to update information and make electronic requests with the International office.

If you have an active Purdue network ID and password then you can log into the full services.

Use your University ID number, date of birth, and limited access PIN in order to log into services for incoming international students and scholars, or some limited services for students after graduation (i.e. OPT F-1 students).

**Note: omit the first zero when entering your Purdue ID Number, and do not enter dashes.** You will enter a 9-digit number. Ex. 012345678

(\*) Information Required

University Identification Number\*

Date of Birth\*

01/01/2000

Limited Access PIN \*

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Your Limited Access PIN is necessary to confirm your identity. If you have yet to receive it, or have forgotten it, you may request that the system e-mail it to you.

Login

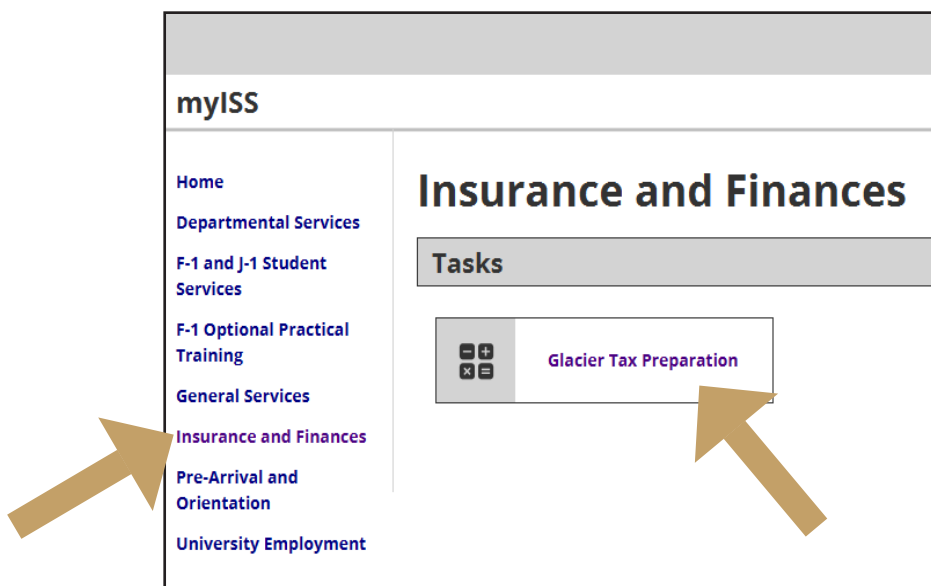
[E-mail me my Limited Access PIN](#)

Instructions are continued on the next page.

# FOR STUDENTS & SCHOLARS WHO ARE NO LONGER AT PURDUE

## Once logged into myISS through Limited Services:

- Click the **Insurance and Finances** section on the left side of the page.
- Click the **Glacier Tax Preparation** link.
- Review the information on the page, then click the **Access Glacier Tax Prep** button.
- Follow the instructions to complete your tax forms.

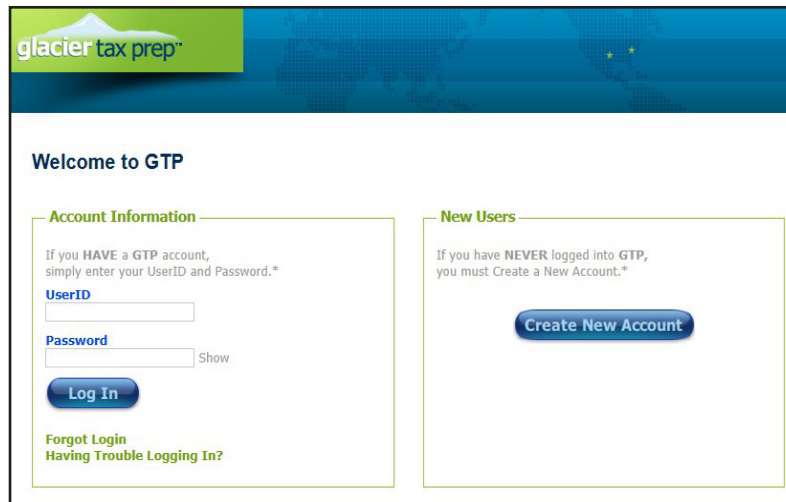


If you are unable to access myISS using your Purdue University credentials, please email [iss@purdue.edu](mailto:iss@purdue.edu). Please state that you are trying to access Glacier Tax Prep via myISS and you are unable to log in using your Purdue credentials. You can expect to receive a response to your email inquiry within three business days.

# LOGGING INTO GLACIER TAX PREP

## Glacier Tax Prep Login Page:

- First-time users should Create New Account.
- If you've used GTP before, login with the credentials you previously created. May be different from your Purdue login credentials.
- Use the Forgot Login function if needed.
- If it asks for an Access Code, you have not correctly used the gateway link from Glacier or myISS.



The screenshot shows the Glacier Tax Prep login page. At the top is a green header with the "glacier tax prep" logo. Below the header is a blue banner with a world map. The main content area is white and titled "Welcome to GTP". It is divided into two columns. The left column, titled "Account Information", contains instructions for existing users, a "UserID" input field, a "Password" input field with a "Show" link, a "Log In" button, and links for "Forgot Login" and "Having Trouble Logging In?". The right column, titled "New Users", contains instructions for new users and a "Create New Account" button.

## Inside Glacier Tax Prep:

- First step is to determine US Tax Residency Status. GTP can only do federal returns for non-resident aliens. Use other resources emailed to you for state returns or resident alien tax filing.
- Use the **HELP!** function for any questions.
- At the bottom, also see links to FAQ, tutorials, 23 live Q&A sessions, and access to tax forms for prior years.



The screenshot shows the Glacier Tax Prep main page. At the top is a green header with the "glacier tax prep" logo. Below the header is a blue banner with a world map. The main content area is white and titled "Welcome to GTP". It contains instructions for preparing a federal tax return. Below the instructions is a section titled "Prepare a 2024 Federal Tax Return" with a green button labeled "Step ONE: Determine U.S. Tax Residency Status". Below this are three grey buttons labeled "Step TWO: Select and Complete Income Forms", "Step THREE: Complete Additional Information", and "Step FOUR: Generate and Print Forms". At the bottom are several links: "FAQ and BLANK Tax Forms for Prior Years", "Change UserID and/or Password", "HELP!", "LIVE General Nonresident Alien Tax Information and GTP Q&A Sessions", "GTP Tutorial Videos", "Purchase a GTP Access Code to Prepare a Prior Year Federal Tax Return", and "Activate New GTP Access Code".