

---

# INSTRUCTIONS TO ACCESS *GLACIER TAX PREP*

OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS

---

## TABLE OF CONTENTS

INTRODUCTION TO GLACIER & GLACIER TAX PREP // **PAGE 2**

INSTRUCTIONS FOR STUDENTS & SCHOLARS  
WHO ARE CURRENTLY AT PURDUE // **PAGE 3**

INSTRUCTIONS FOR STUDENTS & SCHOLARS WHO HAVE GRADUATED  
OR OTHERWISE ENDED THEIR PURDUE PROGRAM // **PAGE 4**

# INTRODUCTION TO GLACIER & GLACIER TAX PREP

ISS is pleased to announce that Purdue's international students, faculty and staff at the West Lafayette campus will have access to the tax software program, GLACIER TAX PREP. This free program can provide step-by-step assistance with nonresident alien 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 your 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 request access through myISS.

If you have any difficulties using Glacier Tax Prep, please contact the company directly at [support@glaciertax.com](mailto:support@glaciertax.com).



**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 BoilerKey Two-Factor Authentication. (Questions regarding BoilerKey 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 contains two screenshots of the myISS website. The left screenshot is titled "Welcome to the myISS Services Login Page" and shows a "Login" button highlighted with a blue arrow. The right screenshot shows the "Insurance and Finances" section with a "Glacier Tax Preparation" link highlighted by a blue arrow.

If you are unable to access myISS using your Purdue University BoilerKey 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

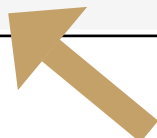
(\*) Information Required

University Identification Number\*

  
  
Date of Birth\*  
  
Limited Access PIN \*  
  
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](#)

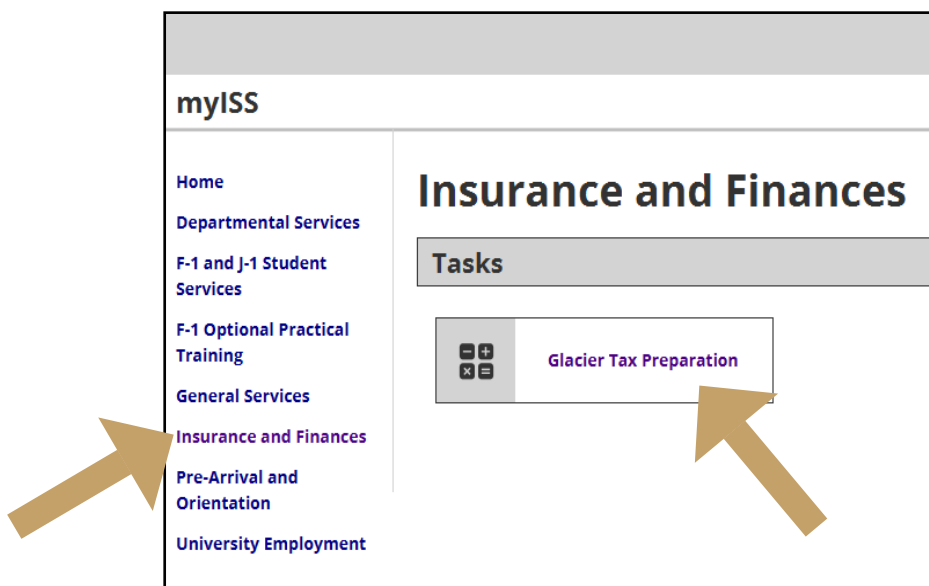


Instructions are continued on the next page.

# 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 Limited Services using a Limited Access PIN, 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 a Limited Access PIN. You can expect to receive a response to your email inquiry within three business days.