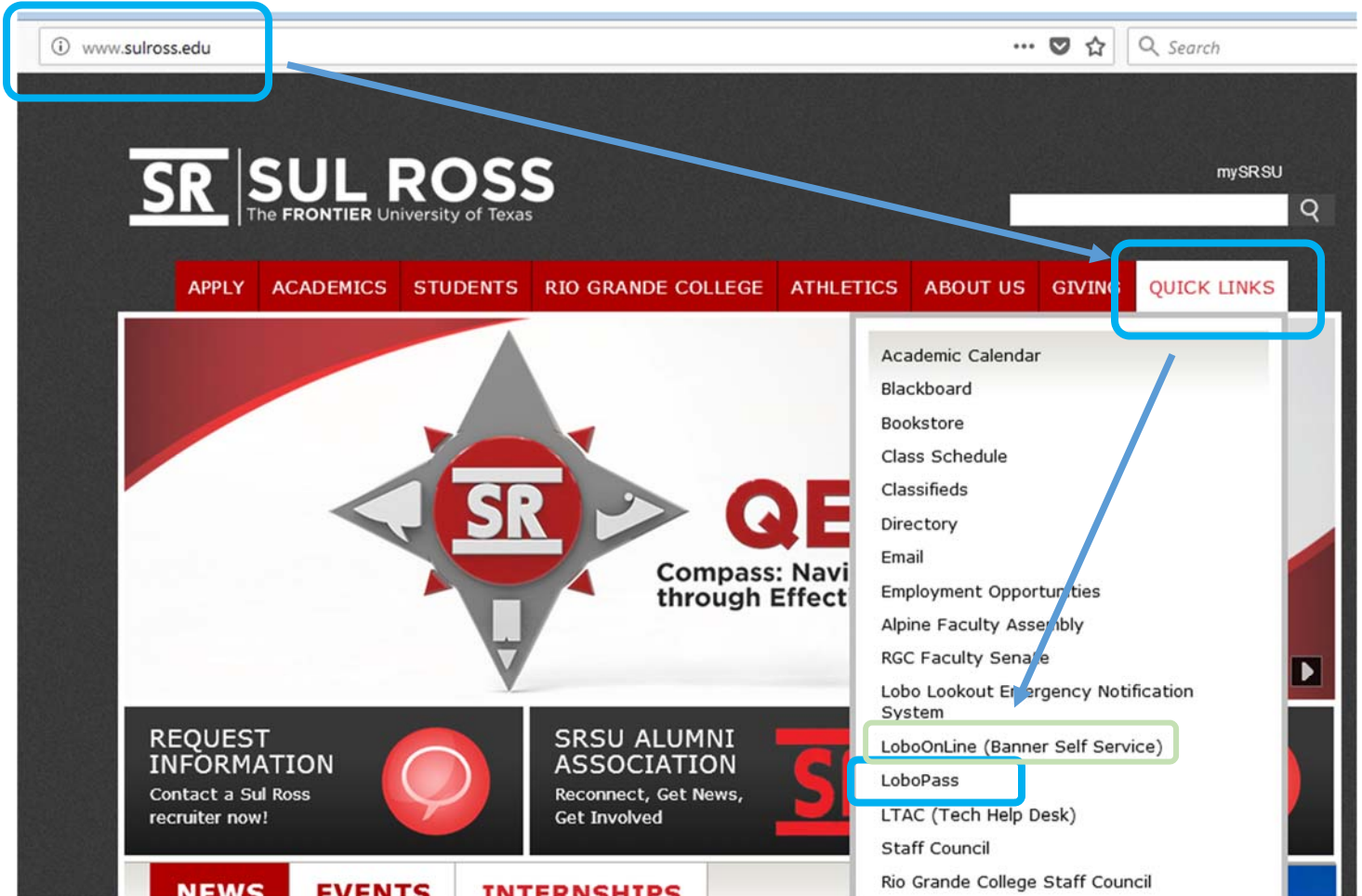01. Go to the SRSU homepage (www.sulross.edu)

02. Hover your mouse over the "Quick Links" menu.

03. Left-click on the "LoboPass" option. Also, note the "LoboOnLine (Banner Self Service)" link in the Quick Links menu. After you retrieve your "A" number and PIN, you will go to LoboOnLine to view your tax form.

04. On the LoboPass screen, login with the same Lobo ID and Password that you use to access Blackboard for your class assignments (it is also the same as your email ID/password). If you are unable to login, you must contact the LTAC Help Desk to reset your password (432-837-8888; techassist@sulross.edu)

05. Once logged in, write down your "A-Number" and "Banner PIN".

06. "Logoff" the LoboPass screen and return to the QuickLinks menu to select "LoboOnLine (Banner Self Service)".

For more information and instructions for accessing your form, see the "Form 1098-T Information for Students" document on the Cashier's Office webpage (http://www.sulross.edu/page/902/cashiers-office).