Instructions for Students on How to Access Official 1098-T Form

1. Use Google Chrome or Firefox to login to the Miami Dade County Public Schools website by typing http://www.dadeschools.net

2. Click on the red tab titled “Students”

3. Click on button titled “Login to Student Portal”

4. First Time Users:
   Username: Student Identification Number (e.g., 300009999)
   Password: The initial password is the student’s two-digit birth month and four-digit birth year and the letters pw, for example: 081982pw and click Login.

   Students are encouraged to change their initial password to a unique, secure password so that no one else will have access to the student’s portal account.

Existing Users:
Username: Student Identification Number.
Password: Use student’s password
5. Adult Education students will be directed to the FOCUS Student Portal.
   - Hover over the “Billing” Button
   - Click on “Print 1098-Ts
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6. Select the tax year of interest from the drop-down menu box.
   • You may search for your 1098-T form for the current tax year (the default selection), as well as for the previous three tax years.
   • Click on “Print Official”. You may print as many duplicate copies as desired.
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7. Click on the MDCPS logo to return to the main page
   - Click on the **MDCPS Apps|Services|Sites** link to return to the Miami Dade County Public Schools Adult Education Portal
   - Access additional applications
   - Important information
   - Click to **Logout**