How a Student can grant the Authorized User permission to view the 1098-T

1. Login to MyZou and click on “Student Center”
2. Click the link to Login to TouchNet
3. Enter your MyZou username and password

4. Click on Authorized Users to the right
5. Click the wheel to the right of the user you want to update

6. Click “Edit”

7. Check the “Yes” box for the 1098-T, then “Update User” to confirm the changes