

Open a web Browser and navigate to <http://tra.vangent.com>

Note: Internet Explorer 7 and 8, as well as all versions of Firefox, Chrome and Safari should work well. If you are using Internet Explorer 9, you may need to use “Compatability View” for view the page properly.

On the Vangent TRA Services home page, click on “First Time Students.”

The screenshot shows a Mozilla Firefox browser window displaying the Vangent TRA Service login page. The browser's address bar shows the URL: `vhoultrawebt01:8080/traPortal/app/login?execution=e1s1`. The page features a blue header with the text "Vangent TRA Service" and a circular logo with "TRA SERVICES" and "1098-T". A photograph of four smiling students is positioned to the right of the logo. In the top right corner of the page, there are links for "Register" and "Login". On the left side, there is a sidebar with "Info" and "Links" sections. The main content area is titled "Login" and contains two input fields for "User ID:" and "Password:". Below these fields is a blue "Login" button with a circular icon. Underneath the button are two links: "Forgot your Password?" and "Forgot your User ID?". At the bottom of the main content area is a blue button labeled "First Time Students" with a circular icon. The footer of the page includes links for "Legal" and "Privacy Policy".

Enter the Last 5 digits of your Social Security Number and your Full First and Last Name (as it is recorded at your college)
Click "Next"

Vangent TRA - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Vangent TRA

vhoumtrawebt01:8080/traPortal/app/register?execution=e2s1

Google

TRA SERVICES 1098-T

Info

Links

Registration

You must enter either the last 5 digits of your Social Security Number or your full Student ID, AND your full first and last name in order to be authenticated in this system. Note, the Student ID method will only work if your school has reported your Student ID to us. Many do not. Further, you must enter your name as it was provided to us by your school. If you've had a name change, you should use the name that was in use at the end of the tax year.

Last 5 digits of your SSN

or

Student ID


AND

First Name*

Last Name*

Next

If records are present for you, you will receive the following message:

 1098-T forms have been found for you. In order to review your forms you must complete your registration and login. Fill out additional information below.

By accessing this site and creating an account, I am representing that I am authorized to access this information and any misuse of the information herein will be prosecuted under applicable privacy laws. I understand that I am not to share my login credentials with anyone and doing so may put my personal information at risk.

If not, you may click “Try Again” to try with a different name (if you had a name change or may have used a different form of your name) or you may not have a 1098-T (see Help) in the left hand menu).

If records were found for you, proceed by providing the following information and click “Complete Registration.” Note: only one account per email address can be created.

Vangent TRA - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Vangent TRA x Hotmail - heaviestbass1@hotmail.com x +

vhoumtrawebt01:8080/traPortal/app/register?execution=e2s1

Google

First Name* James

Last Name* Brown

1098-T forms have been found for you. In order to review your forms you must complete your registration and login. Fill out additional information below.

By accessing this site and creating an account, I am representing that I am authorized to access this information and any misuse of the information herein will be prosecuted under applicable privacy laws. I understand that I am not to share my login credentials with anyone and doing so may put my personal information at risk.

E-mail Address

Verify E-mail Address

Create User ID Your User ID is not case sensitive and must be at least 3 characters and no more than 25. For security reasons, please choose a User ID that is secure and easy for you to remember.

[Complete Registration](#)

Legal Privacy Policy

You will receive an email from “TRA Customer Service” – Hopescholar@vangent.com that contains a link to complete your registration and a temporary password. Hint: If you don’t get the email, look in your “Junk Mail” folders. Enter the UserID your set and the temporary password from the email and click “next” Note: UserID is not case sensitive, password is.

The screenshot shows a web browser window titled "Vangent TRA - Windows Internet Explorer". The address bar displays the URL: <http://vhountrawebt01:8080/traPortal/app/userAcknowledge?execution=e1s3>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows navigation buttons, a search box with "Google", and a "Page" menu. The page content features a blue header with "Vangent TRA Service" and a "TRA SERVICES 1098-T" logo. A navigation bar on the right contains "Register" and "Login" links. A sidebar on the left has "Info" and "Links" sections. The main content area is titled "Account Setup Completion - Identification" and contains the following text: "Please fill in your User ID and temporary password. Your password was sent to the e-mail account you used during registration. You will have the opportunity to set your own password later in this process." Below this text are two input fields: "User ID:" and "Password:". A "Next" button is positioned below the fields. At the bottom of the page, there are links for "Legal" and "Privacy Policy". The browser's status bar at the bottom shows "Done", "Local intranet", and "100%".

Next, you will select and security question and provide an answer to it. This will be used to allow you to reset your own password or retrieve your UserID in the future. This answer is case sensitive.

Vangent TRA Service

Register

Login

Info

Links

Account Setup - Challenge Question

Challenge Question: What is the name of your favorite pet?

Challenge Question Answer:

[Back](#) [Submit](#)

Legal Privacy Policy

Done Local intranet 100%

Finally, you will provide a new password for the account. It's a good idea to create a strong password.

The screenshot shows a Windows Internet Explorer browser window displaying the Vangent TRA Service website. The browser's address bar shows the URL: `http://whoumtrawebt01:8080/traPortal/app/userAcknowledge?execution=e1s5`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar shows several tabs, including 'Powered By Vangent' and 'Vangent TRA'. The website's header features the text 'Vangent TRA Service' and a 'Register' link. Below the header is a navigation bar with a 'Login' link. The main content area is titled 'Account Setup - Password' and contains the following text: 'Understand that, while this site does not require "strong passwords" it is in your best interest to create one. Strong passwords are not based in words, but contain a mixture of upper and lowercase letters, special characters, and numbers.' Below this text are two input fields: 'New Password' and 'Confirm Password'. At the bottom of the main content area are two buttons: 'Back' and 'Next'. The footer of the website contains links for 'Legal' and 'Privacy Policy'. The browser's status bar at the bottom shows 'Done', 'Local intranet', and '100%' zoom level.

Vangent TRA Service

Register

Login

Info

Links

Account Setup - Password

Understand that, while this site does not require "strong passwords" it is in your best interest to create one. Strong passwords are not based in words, but contain a mixture of upper and lowercase letters, special characters, and numbers.

New Password

Confirm Password

[Back](#) [Next](#)

Legal Privacy Policy

Done Local intranet 100%

Once you have set a new password, you will be logged in and can select the forms you want to view/download/print. Just click on the view/print 1098-T pdf icon in the action column for the form you want. Forms are available for the current year and up to five years in the past. If the current year form is not available it means either your school has not yet sent a file for this year or there are no records for you for this year. Note: You will only have the “Change 1098-T Data link if your school allows you to update address information.

Vangent TRA - Windows Internet Explorer

http://vhoumtrawebt01:8080/traPortal/app/studentAccess?execution=e2s1

File Edit View Favorites Tools Help

Vangent TRA

Student Options

Welcome James Brown!

The following is a listing of the 1098-Ts that are associated with your Social Security Number. Please note, this list is only from schools who currently are, or were previously using Vangent's services. The available 1098-T records displayed are from 2005 - present. If you need a 1098-T from a year prior to 2005, please contact TRA Customer Service at 800-223-0043.

Records Found:2

Name	SSN	Tax Year	Campus Name	Action
James Brown	899333014	2011	Rock Around - The Clock School	Change 1098-T data Get 1098-T by Mail View/Print 1098-T
James Brown	899333014	2010	Rock Around The Clock School	Change 1098-T data Get 1098-T by Mail View/Print 1098-T

Done Local intranet 100%

If you are accessing this years' forms before your schools forms have gone to print, you will be presented with the message below. Acknowledging this message is saying that you agree to retrieve an electronic copy rather than receive one by mail. If you do not acknowledge this, you will not be able to view an electronic copy until your school's forms have gone to print. Whether you acknowledge or not, you will be able to return here to view additional copies in the future. You will only make this acknowledgement once a year and you will not be asked to make this acknowledgement if you are accessing your forms after they have gone to print.

The screenshot shows a Windows Internet Explorer browser window displaying the 'Vangent TRA' website. The address bar shows the URL: <http://vhoultrawebt01:8080/traPortal/app/studentAccess?execution=e2s1>. The page title is 'Vangent TRA'. The main content area is titled 'Student Options' and features a modal dialog box with the following text:

By checking the 'Acknowledge' check box, I indicate that I understand that I am retrieving my 1098-T electronically and that a paper 1098-T will not be printed and mailed to me pursuant to IRS rules that allow for a taxpayer to elect in the affirmative to receive a form electronically. I understand that I can return to this site to retrieve additional copies of my 1098-T in the future.

Acknowledge

[Save](#) [Cancel](#)

Below the dialog box, a table lists student information:

Name	SSN	Year	School	Action
James Brown	899333014	2010	Rock Around The Clock School	View 1098-T data Get 1098-T by Mail View/Print 1098-T

Once you check the acknowledgement and "Save" you will be able to view/print your forms. Remember you can come back and access these forms again later as well.

Vangent TRA - Windows Internet Explorer

http://vhoultrawebt01:8080/traPortal/app/studentAccess?execution=e2s1

File Edit View Favorites Tools Help

Vangent TRA

1098-T SERVICES

Student Options

Info

Links

By checking the 'Acknowledge' check box, I indicate that I understand that I am retrieving my 1098-T electronically and that a paper 1098-T will not be printed and mailed to me pursuant to IRS rules that allow for a taxpayer to elect in the affirmative to receive a form electronically. I understand that I can return to this site to retrieve additional copies of my 1098-T in the future.

Acknowledge

Save **Cancel**

schools who currently are, or from a year prior to 2005,

				Action
James Brown	899333014	2010	Rock Around The Clock School	View 1098-T data Get 1098-T by Mail Print 1098-T
				Change 1098-T data Get 1098-T by Mail View/Print 1098-T

Done Local intranet 100%