

Employees no longer employed with the district will follow the steps below to access their W2.

- Open an internet browser
- Copy and paste this hyperlink <http://www.dickinsonisd.org/> into your browser
- Select the **Staff** icon
- Select **Employee Access Center**
- Enter **User ID** - employee's five-digit employee number
- Enter **Password**
 - Hired **BEFORE** 6/1/15:
If you have **NEVER** changed your password - this was set **initially** as the employee's entire social security number with no dashes
 - Hired **AFTER** 6/1/15:
If you have **NEVER** changed your password - this was set **initially** as the employee's last four digits of social security number
- Select **Login**
- Select the Hyperlink for **Demographic Information** on the left-hand side of the screen (**Verify! Update and save, if necessary**)
- Select the Hyperlink for **Print W2s** on the left-hand side of the screen
- Select the appropriate year (**2023**). The W2 document will download per your browser settings.
- **Open** the PDF
- Select **Print**
- Select **Logout** in the upper right-hand corner of the EAC screen when complete

NOTE: If you have forgotten your EAC password you may contact one of the following individuals for assistance:

**Human Resources – Ext. 6016
Chuck Morris – Ext. 6119
Caroline Lightfoot – Ext. 6115
Matthew McCarthy – Ext. 6118**