To All Employees:

Dickinson ISD W2's for Tax Year 2019 are now available through Employee Access Center (EAC). You may access EAC through the Dickinson ISD Website under the Staff Tab.

Please follow the steps below:

- Open an **Internet Explorer** browser

- Copy and paste this hyperlink **http://www.dickinsonisd.org/** into your browser

- Select the **Staff** Tab

- Select **Employee Access Center**

- Enter **User ID** (employee's five digit employee number)

- Enter **Password**

    o Hired **BEFORE** 6/1/15: (this was set **initially** as the employee's entire social security number with no dashes)
    o Hired **AFTER** 6/1/15: (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 **(2019)**

- 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:

Amy Garza (6073)
Chuck Morris (6119)
Melissa Williams-Scott (6124)