

Dickinson ISD W2's for Tax Year 2018 are now available through Employee Access Center (EAC) for all current and former employees.

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**
 - Hired **BEFORE** 6/1/15: (this was set initially as the employee's entire social security number with no dashes)
 - 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 **Print W2s** on the left hand side of the screen
- Select the appropriate year (**2018**)
- Select the **gray arrow** in the upper right hand corner of your screen to access the file download
- Select the **PDF file**
- Select the **Print** icon
- 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:

Marge Hebert (6078)

Chuck Morris (6119)

Melissa Williams-Scott (6124)