

# W2 INSTRUCTIONS

## FORMER EMPLOYEES

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 (Former Employees)**
- 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 **Sign In**
- **VERIFY** the Demographic Information displayed (**Update and save, if necessary**)
- Select the Hyperlink **Salary and Benefits** on the left-hand side of the screen
- Select **Tax Forms**
- Select **W2** for the appropriate year (**2024**). The W2 document will download per your browser settings
- 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  
Caroline Lightfoot – Ext. 6115  
Matthew McCarthy – Ext. 6118  
Help Desk – Ext. 6028