

W2 INSTRUCTIONS

CURRENT EMPLOYEES

Dickinson ISD W2's for Tax Year 2025 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:

- Step 1. Open an internet browser
- Step 2. Copy and paste this hyperlink <http://www.dickinsonisd.org/> into your browser
- Step 3. Select the **Staff** icon
- Step 4. Select **Employee Access Center (Current Employees)**

If you are signed into a district computer, you should be automatically logged in. **You can proceed to STEP 6**
- Step 5. ***If you are signing into a computer for the first time***, you will be prompted to enter your MICROSOFT CREDENTIALS (Use **your district email address** and **password**)
- Step 6. **VERIFY** the Demographic Information displayed (**Update and save, if necessary**)
- Step 7. Select the Hyperlink **Salary and Benefits** on the left-hand side of the screen
- Step 8. Select **Tax Forms**
- Step 9. Select **W2** for the appropriate year (**2025**). The W2 document will download per your browser settings
- Step 10. Select **Print**
- Step 11. Select **Logout** in the upper right-hand corner of the EAC screen when complete

If you have issues logging on to Employee Access Center (EAC), contact one of the following individuals for assistance:

Caroline Lightfoot – Ext. 6115
Matthew McCarthy – Ext. 6118
Help Desk – Ext. 6028