

## How to view and print your NDSCS W2's

The following is additional information, which will help you access your W-2:

**To view your W-2 tax document:**

1. Access Employee Self-Service by going to: <https://www.ndscs.edu> and scroll to the bottom of screen. Under "Resources", click on HCM Self Service. If you have trouble logging into Employee Self-Service, call the Help Desk at 701-671-3333 Option 3.
2. Once you have successfully logged into the Employee Self-Service system (If Employee Self Service does not show up on the top left of the page, click on the name of the page listed there and select Employee Self Service from the drop-down).
3. Click on the Payroll tile.
4. Click on the W-2/W-2c Forms tile.
  - a. Click on View Form under Year End Form
  - b. If PDF W-2 form does not appear, please check to make sure your browser is not set to block PDF forms.
  - c. W-2 Form can be viewed, saved, printed, or you can return at later date/time to get a copy.
5. To view W-2 from another year, change the tax year at the top of the page

If you have questions regarding the information on your W-2, please e-mail [ndscs.payroll@ndscs.edu](mailto:ndscs.payroll@ndscs.edu) with your questions. Do not include your SSN or a copy of your W-2 with your email.