

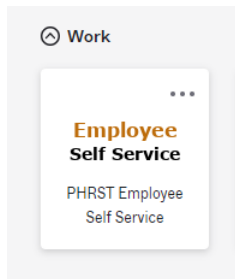
## Accessing your W2

### A. Log into your <https://my.delaware.gov/> account

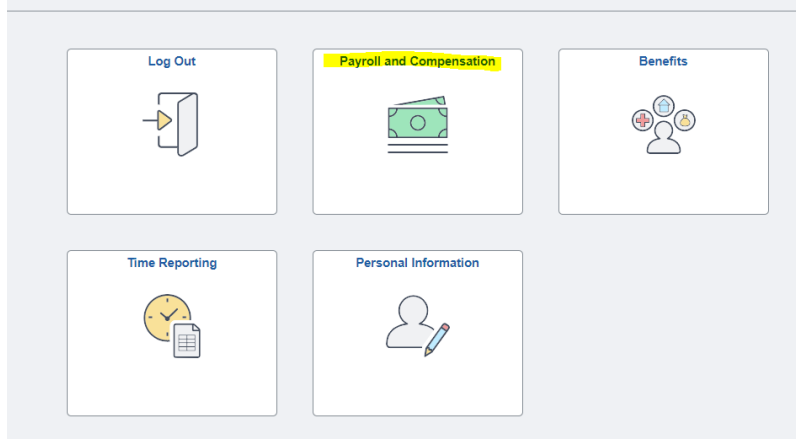
Need help establishing or logging into my.delaware.gov:

[http://www.colonialschooldistrict.org/employees/wp-content/uploads/sites/8/2022/04/How-to-access-My.Delaware.gov\\_.pdf](http://www.colonialschooldistrict.org/employees/wp-content/uploads/sites/8/2022/04/How-to-access-My.Delaware.gov_.pdf)

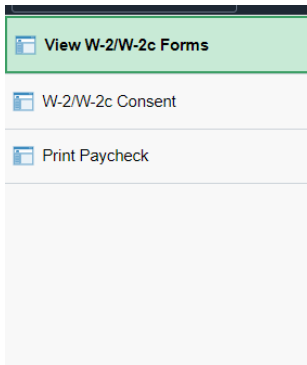
### B. Click on the Employee Self Service Tile:



### C. Click on Payroll and Compensation Tile:



### D. Click on View W2/W2c Forms:



**E. Click on the blue hyperlink: Year End Form:**

**View W-2/W-2c Forms**

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

[View a Different Tax Year](#)

**Select Year End Form**

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2022	DEL	W-2	01/12/2023	Year End Form	<a href="#">Filing Instructions</a>

Your current W2 should pop up once you click on the Year End Form. You can print from there.

**Troubleshooting:**

**Unable to access my.delaware.gov** – Follow the instructions in the link below. It also contains the contact information for the DTI Project Team: [http://www.colonialschooldistrict.org/employees/wp-content/uploads/sites/8/2022/04/How-to-access-My.Delaware.gov\\_.pdf](http://www.colonialschooldistrict.org/employees/wp-content/uploads/sites/8/2022/04/How-to-access-My.Delaware.gov_.pdf)

**I have no Employee Self Service Tile-** Please email [michelle.vincent@colonial.k12.de.us](mailto:michelle.vincent@colonial.k12.de.us) with the email address you used to register your my.delaware.gov account. This is usually caused by mismatched emails. Please note that it will take 24-48 hours after the email is corrected before the Employee Self Service Tile will be available.

**The Year End Form doesn't pop up-** Try using a different browser (Microsoft Edge, Google Chrome).

Unfortunately, payroll does not have access to your W2 and are unable to print out or access for you.