

## Attention Substitutes: Looking for your W2 form?

As a current employee, you can easily access your tax forms and other employee information via the [CISD Single Sign On \(SSO\) Portal](#). **Please note: The SSO is a secure log-in with access to your personal information. DO NOT access the SSO from a public computer or unsecured network** -- protect your personal information!

1. Go to the [CISD Single Sign On \(SSO\) Portal](#) and enter your CISD username and password.
2. Search for **Employee Access Center**, then click on the **Employee Access Center (EAC)** app.
3. Log-in to the EAC app. If you have never logged-in to the EAC app, enter your six-digit employee number as your **User ID** and the last four digits of your SSN as your **Password**.
  - *If you need assistance resetting your EAC password, contact the CISD Technology Department at [help@conroeisd.net](mailto:help@conroeisd.net).*
4. From the left-hand column, under Employee Tasks, select "Print W2s."

**Please note, 2021 W2s may not be available until after 1/31/22.**

For additional information on accessing your W2 forms, visit this helpful link from the Payroll Department:

[http://www.conroeisd.net/wp-content/uploads/2017/08/Pay\\_w2\\_050316.pdf](http://www.conroeisd.net/wp-content/uploads/2017/08/Pay_w2_050316.pdf)