

## Attention Substitutes: Looking for your W2 form?

Current employees can easily tax forms and additional employee information via the [CISD SSO Portal](#). [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 (EAC)**, and select the EAC app.
3. Log-in to the EAC app. If you have never logged-in to this app before, 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."

**W2s may not be available until after 1/31**

For additional information on accessing your W2 forms, visit the CISD Payroll Department webpage.

<https://www.conroeisd.net/department/financial-services/payroll/>