# SKYWARD Employee Access – View & Print W2 Forms

## LOGGING into SKYWARD Web

Instructions to logging into SKYWARD Web from _Leon County Website_ are as follows:

> **Option #1**: Hover over "**LCS Employees**" tab then scroll down and click on "**SKYWARD Login**", or
>
> **Option#2:** Click on "**LCS Employees**" tab, then scroll down under **Employee Quick Links** and click on "**SKYWARD Web, Employee Access, and Subs Login**".

1. You are then presented with a SKYWARD Login prompt.
   **NOTE:** The Skyward Login ID is the same as your <u>LCS Network ID</u> and <u>Password</u>.

   <mark>If you require assistance logging in please contact the TIS Help Desk, (850) 487-7524 or your local Techcon.</mark>

2. Once you have logged on, you will be presented with either the "**Employee Access**" screen or, if you have access to more than one SKYWARD Systems, "Employee Access" will be listed in the top right menu box called "Jump to Other Systems". If so, click on "Employee Access" from here.

## EMPLOYEE ACCESS – View and Print W2 Information

From Employee Access, the Main Screen will open displaying modules that you have access to.

To view and print **W2's**:

1. _Click on "**Employee Information**", then "**Personal Information**"._

2. _Under "**Payroll**", click "**W2 Information**", highlight the year._

   o _Click "**Show W2 info**" to show your data <u>onscreen</u>_
      _**Note:** When you click "**Print**", you will be required to enter your SSN to verify your identity. Your print job will be sent to "**My Print Queue**". From there you can print locally._

   o _Click "**View W2**" to see your <u>official Form W-2</u>._
      _**Note:** When you click "**View W2**", you will be required to enter your SSN into the box to verify your identity. Click "**Print**" and you will be able to open the W2 in pdf or save it if you prefer._