



## Skyward Instructions: Printing W2 Form

1. Login to your Skyward Employee Access account.  
(<https://skyward.iscorp.com/scripts/wsisd.dll/WService=wsfinbristoltn/seplog01.w>)
2. At the top of the screen, click on **“Employee Information”**
3. Then under **“Payroll”** click on **“W2 Information”**
4. Highlight the year of the W2 you want to print.
5. On the right side of the screen, click on **“View W2 Form”**
6. The pop-up says: To confirm authorization to print this W2, enter the full Social Security number of this employee: Enter the number WITHOUT DASHES (example: 999999999).
7. Then click the **Print** button.
8. At the bottom of the screen, you’ll be asked **“Do you want to open or save the document?”**
9. At this point, you should click **“Open”** – then view your W2 in a pdf format. Then you can print and/or save the document.