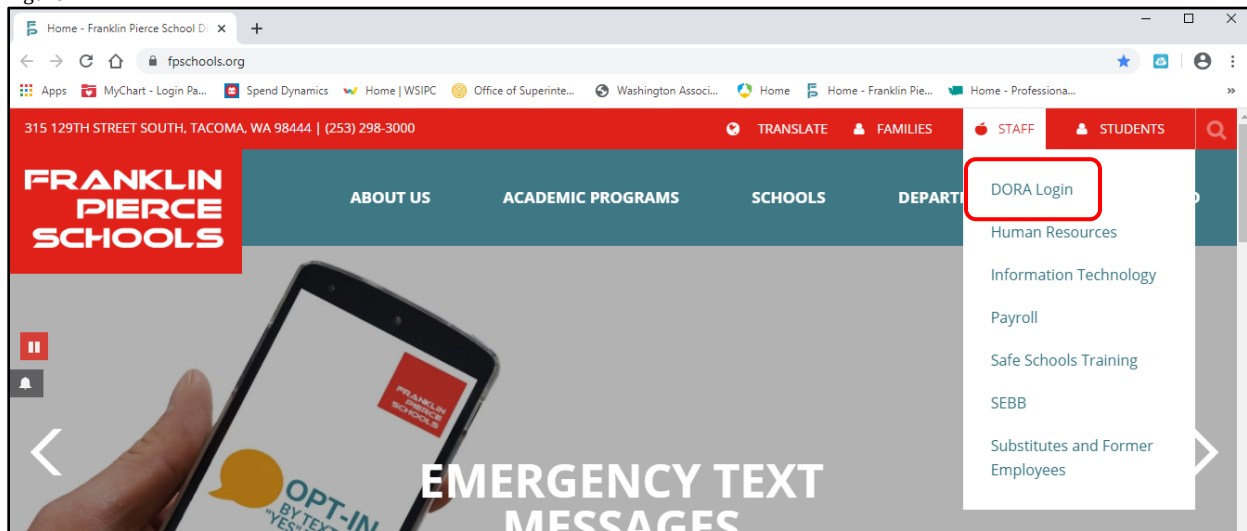


Employee Access

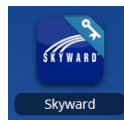
View W-2 Information

1. Log into Skyward - Employee Access
 - a. Select DORA Login from the district's website www.fpschools.org (Figure 1) **OR** Select the DORA icon on your desktop.

Figure 1



- b. Select the Skyward App.



- c. Enter Login ID and Password when prompted.

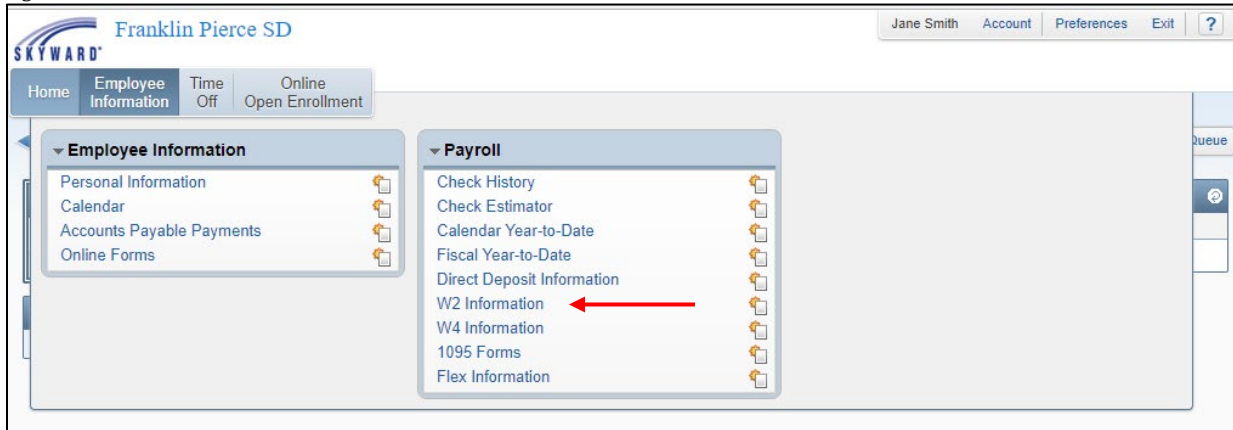
2. Click on Employee Information tab. (Figure 2)

Figure 2



3. Select W2 Information under Payroll. (Figure 3)

Figure 3



4. Highlight the W2 form you would like to view/print.

5. Click View W2 Form. (Figure 4)

6. Enter in your Social Security Number and click Print.

7. A copy of your W2 will load into a PDF. You are then able to print a copy for your records.

Figure 4

