View and/or Print Electronic W-2 Instructions

1. Access the college's web page at www.grcc.edu
2. Click the link for the **"MyGRCC"**

3. Click on GRCC Online Center

4. Log in with your Username and Password
5. Verify that you see **"Employee Self Service"** in the upper left corner of the page.
6. Select the Employee **"W2 Forms and Consent"** tile

7. Click on View W-2/W-2c Forms
8. To view your W-2, click on **"View Form"** link.
9. To view the W-2 instructions, click on the "**Filing Instructions**" link.
10. To view other years, select the year from the **"Tax Year"** dropdown.