

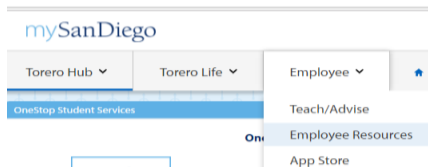
How to View Your W2 Online

Go to <https://my.sandiego.edu>

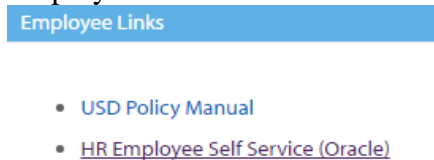
Type in your e-mail username and password and click Login.



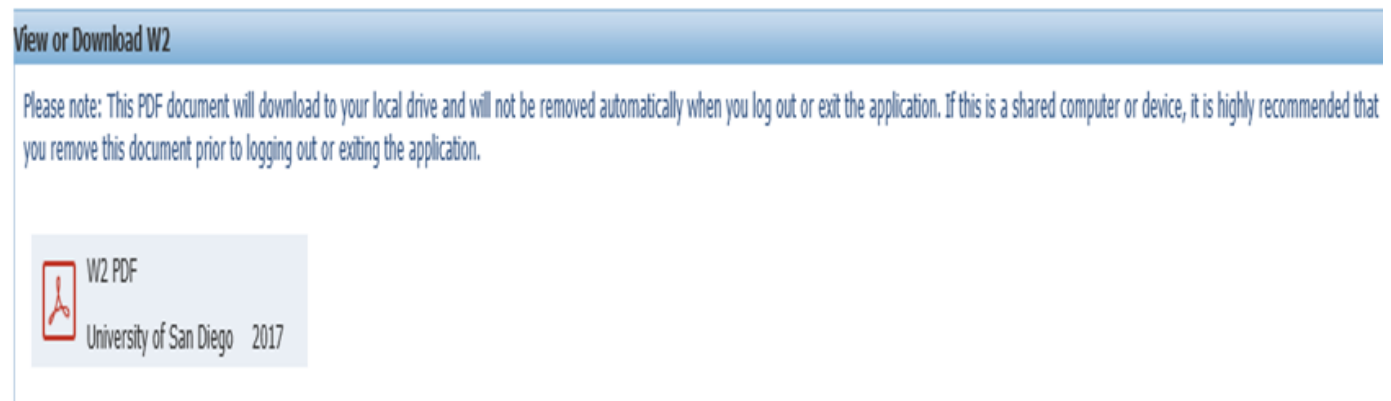
Click on the Employee tab and Employee Resources



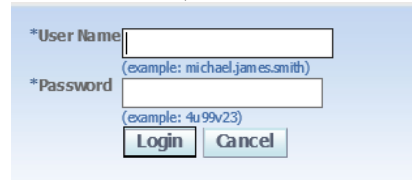
Under Employee Links, click on HR Employee Self Service.



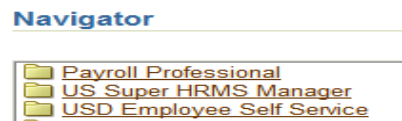
Select Year: Double click on PDF to open.



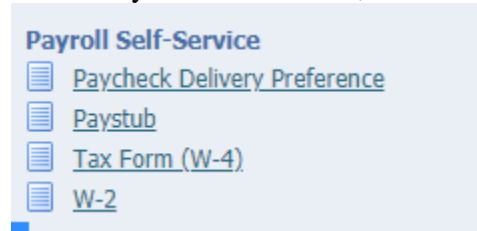
Type in your USD One User Name and Password (If you forgot your password, contact the ITS Help Desk at extension 7900 for assistance)



Click on USD Employee Self Service



Under Payroll Self-Service, click on W-2



If you have any questions, please call the Payroll Department at (619) 260-4818 or email at payroll@sandiego.edu.