Directions to access your W-2 in Employee Self-Service:

1. Click on the Following link to Employee Self-Service:
   https://adimsys.ndus.edu/psp/hehp/?cmd=login

2. Enter your USER ID and password on the Oracle PeopleSoft login screen. Note that your USER ID is commonly your (firstname.lastname). It is also the same USER ID you use for Campus Connection and Blackboard. If your password is not working, please refer to the end of this document (bottom of last page) for instructions.

3. After successfully signing in to Employee Self-Service (Oracle Peoplesoft) you will see the following screen. Click on NavBar
4. **Click on Navigator**

5. **Click on Self Service**

6. **Click on Payroll and Compensation**
7. **Click View W-2/W-2c Forms**

8. **Click Year-End Form.** Note that your W-2 will open as a PDF in a pop-up window. If your W-2 does not open, then you may need to temporarily allow pop-up windows. For more information on this, please contact the UND Tech Support at 701-777-6305 (option zero).

**View W-2/W-2c Forms**

*Note that the tax year and issue date will change to 2016 when 2016 W-2s are made available.*
9. **Click on Filing Instructions.** The filing instructions contains the IRS instructions for Form W-2.

If your password is not working, follow these steps to reset your password

1. **Go to the following link or dial 701-777-6305 (option zero):**
   https://ndusiam.ndus.edu/sspr/public/ForgottenPassword

   Follow the Forgot Your Password steps.

2. Once your password has been reset, click on the following link and go to the top of these instructions:  https://adminsys.ndus.edu/psp/hehp/?cmd=login