

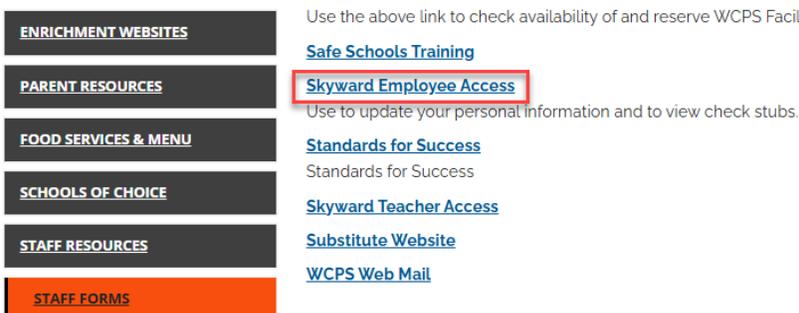
# How to Print W-2 Forms from Skyward Finance

Start at the school website [www.whitecloud.net](http://www.whitecloud.net). Find and click on Staff Resources (left side menu).



The screenshot shows the White Cloud Public Schools website. On the left, a vertical menu contains several items: 'FOOD SERVICES & MENU', 'SCHOOLS OF CHOICE', 'STAFF RESOURCES' (highlighted with a red box), and 'ATHLETICS'. To the right of the menu is the school's logo, 'WC White Cloud Public Schools Building a Tradition of Excellence www.whitecloud.net'. Below the logo, there is a section titled 'WC Community-' with a paragraph of text starting with 'As the summer swiftly ends, we find ourselves just a few short weeks away from the start of the 2024-25 school year. This summer has been one of our'.

On the next page, click on Skyward Employee Access.



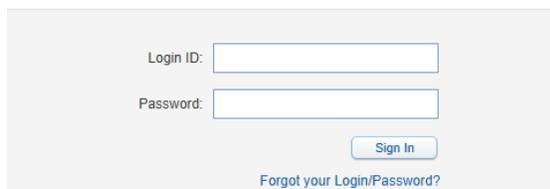
The screenshot shows a page with a list of links on the left and their descriptions on the right. The links are: 'ENRICHMENT WEBSITES', 'PARENT RESOURCES', 'FOOD SERVICES & MENU', 'SCHOOLS OF CHOICE', 'STAFF RESOURCES', and 'STAFF FORMS' (highlighted in orange). The descriptions on the right are: 'Use the above link to check availability of and reserve WCPS Facil', 'Safe Schools Training', 'Skyward Employee Access' (highlighted with a red box), 'Use to update your personal information and to view check stubs.', 'Standards for Success', 'Standards for Success', 'Skyward Teacher Access', 'Substitute Website', and 'WCPS Web Mail'.

Login to Skyward for Business (this is different from Skyward gradebook).

Your Login ID is likely firstname.lastname and you set your own password for this account at some point.

*If you forgot your Login/Password, use the link on this pop-up to reset it.*

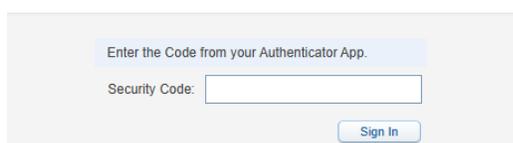
White Cloud Public School, MI  
White Cloud Public School, MI-Business



The screenshot shows a login form with two input fields: 'Login ID:' and 'Password:'. Below the fields is a 'Sign In' button. At the bottom of the form, there is a link that says 'Forgot your Login/Password?'.

You may be asked about a security code for two-factor authentication. If this is your first time with two factor authentication, then you will have to set it up. At this time, not all staff need to use two factor authentication. However, some do now and all of us will soon. Enter your two factor authentication here. Click Sign In.

White Cloud Public School, MI  
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The screenshot shows a two-factor authentication form. At the top, it says 'Enter the Code from your Authenticator App.' Below that is a 'Security Code:' input field. At the bottom of the form, there is a 'Sign In' button.

Click on Employee Information on the top menu.



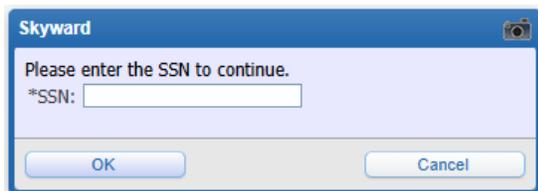
Click on W2 Information



Select the Year you want to view, then click View W2 Form.



To view the W2, you will need to enter your social security number in the pop up box, then click OK.



Your W-2 will then be downloaded to your computer.

If you are having trouble, please contact the business office.