

W2 Employee Instructions – Print W2 Form

You can view and print your electronic W-2 form using **myProfile Payroll** by following the instructions below. You must be an active employee at CSU to use **myProfile Payroll**.

- Start Google Chrome.
- Navigate to CSUOHIO.EDU website and click the **MYCSU** tab.
- Click **Employee Self-Service** in the blue column.
- Click **myProfile**. A new screen will display for you to log on. Enter your CSU ID and CampusPass (which is your Campus Net Password).
- Click the **Payroll** tile.
- From the left navigation, select **W-2/W-2c**, then **W-2/W-2c Consent**.
- Review the statement displayed underneath **W-2/W-2c Consent**:
 - If "**You currently receive W-2 or W-2c forms electronically**" is displayed, continue with the next step.
 - If "**You currently receive W-2 or W-2c paper forms by mail**" is displayed, click the check box to consent to receive W-2 or W-2c forms electronically. Press the **Submit** button. Enter your password again and press the **Continue** button.
- From the left navigation, select **View W-2/W-2c Forms**.
- Click the **View Form** button to display your W-2. If it doesn't appear, check for messages that pop ups were blocked and allow them. Once the form is displayed you can print it. Look for the printer icon near the top or bottom of the page.
- Click the **Filing Instructions** button to display and print the filing instructions.
- For prior year W-2 forms, select the **Tax Year** from the drop down near the top of the page.

Common Issues

1. If **myProfile Payroll** fails to launch from the **MYCSU** page, try deleting internet history or using a different browser. For example, use Internet Explorer instead of Google Chrome. Or close and restart your browser.
2. If nothing happens when you press the **View Form** or **Filing Instructions** buttons, pop ups are blocked and need to be disabled.