

# W2 Viewing Instructions

We are providing step by step instructions to make your W2 viewing process as easy as possible. Please call the Payroll Office if you require assistance at extension 3299.

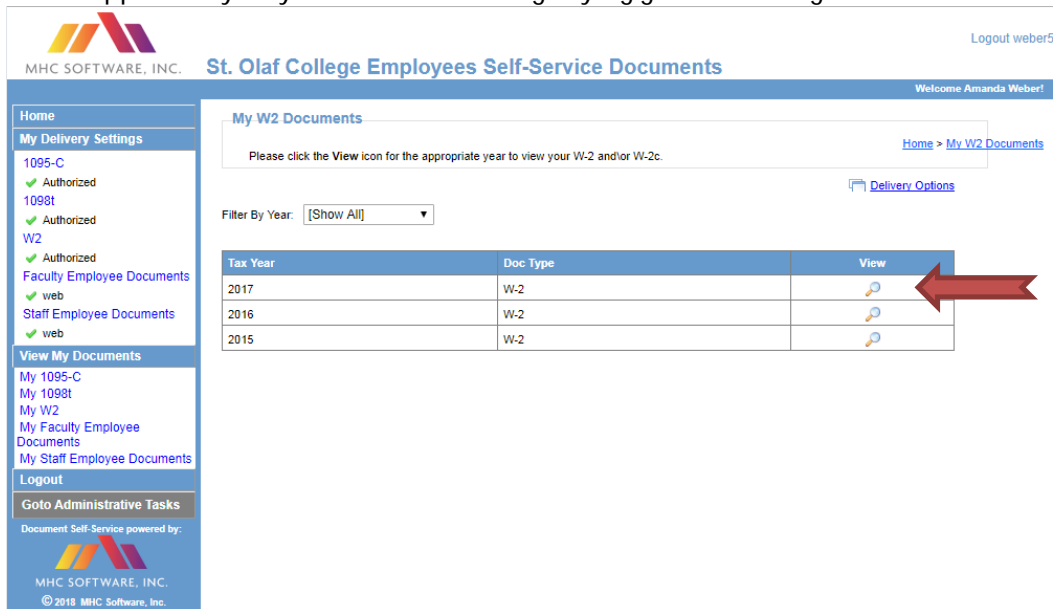
**Part 1:** Log in to Document Self Service <https://dss.stolaf.edu>

**Part 2:** Under View My Documents select My W2.






The screenshot shows the user interface of the St. Olaf College Employees Self-Service Documents portal. The page title is "St. Olaf College Employees Self-Service Documents" and the user is logged in as "Amanda Weber". The left sidebar contains a navigation menu with the following items: Home, My Delivery Settings (with sub-items 1095-C, 1098t, W2, Faculty Employee Documents, and Staff Employee Documents), View My Documents (with sub-items My 1095-C, My 1098t, My W2, My Faculty Employee Documents, and My Staff Employee Documents), Logout, and Goto Administrative Tasks. A red arrow points to the "My W2" link in the "View My Documents" section. The main content area displays a welcome message and instructions on how to view documents.

**Part 3:** For the applicable tax year you will click the magnifying glass on the right.



The screenshot shows the "My W2 Documents" page in the portal. The page title is "My W2 Documents" and the user is logged in as "Amanda Weber". The main content area displays a table of W2 documents for the years 2015, 2016, and 2017. A red arrow points to the magnifying glass icon in the "View" column for the year 2017.

Tax Year	Doc Type	View
2017	W-2	
2016	W-2	
2015	W-2	

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**Part 4:** Note a pop-up blocker may stop you. You will need to allow pop-ups for this site. Sample for Chrome is below.

Secure | [https://nessie.stolaf.edu/user/view\\_user\\_documents.aspx?dgid=GYZrGa4%2F5RM%3d&typeid=GYZrGa4%2F5RM%3d](https://nessie.stolaf.edu/user/view_user_documents.aspx?dgid=GYZrGa4%2F5RM%3d&typeid=GYZrGa4%2F5RM%3d)

MHC SOFTWARE, INC. St. Olaf College Employees Self-Service Documents Logout weber5

Welcome Amanda Weber!

Home

My Delivery Settings

- 1095-C
- ✓ Authorized
- 1098t
- ✓ Authorized
- W2
- ✓ Authorized
- Faculty Employee Documents
- Staff Employee Documents
- web
- web

View My Documents

- My 1095-C
- My 1098t
- My W2
- My Faculty Employee Documents
- My Staff Employee Documents
- Logout

Go to Administrative Tasks

Document Self-Service powered by:

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My W2 Documents

Please click the View icon for the appropriate year to view your W-2 and/or W-2c. [Home > My W2 Documents](#)

[Delivery Options](#)

Filter By Year: [Show All]

Tax Year	Doc Type	View
2016	W-2	
2015	W-2	

The following pop-ups were blocked on this page:

- <https://nessie.stolaf.edu/document/viewDocument.aspx?documentid=/gCT7t6zrFA=>

Always allow pop-ups from <https://nessie.stolaf.edu>

Continue blocking pop-ups

[Manage pop-up blocking...](#) [Done](#)

**Part 5:** Once you click the magnifying glass again your W-2 will open in a new tab.