

# My Info Instructions

Go to the DCC home page [www.dawson.edu](http://www.dawson.edu)

On the bottom of the page click on MyInfo



## DCC MyInfo

Please enter your Banner ID (D16XXXXXX) and your Password. When finished, select Login.

\*If you cannot remember your Password, enter your Banner ID, and click Forgot PIN?

Please Note: ID is Case Sensitive

User ID:

PIN:

Your user ID is your D161#

Initial password to get logged on is your date of birth MMDDYY

Once you get into MyInfo. Click on employee tab

[Personal Information](#) [Student](#) [Employee](#) [Finance](#)

Search

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### Main Menu

Welcome, ~~XXXXXXXXXX~~ to the WWW Information System! Last web access on Aug 31, 2021 at 04:47 pm

#### Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

#### Student

Apply for Admission, Register, View your academic records.

#### Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

#### Finance

Create or review financial documents, budget information, approvals.

#### Events

Banner 9 Events

#### My Action Items

Action Items Processing

RELEASE: 8.9.1

## Click tax forms

Personal Information Student **Employee** Finance

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### Employee

#### Benefits and Deductions

Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary.

#### Pay Information

Direct deposit allocation, earnings and deductions history, or pay stubs.

#### Tax Forms

W4 information, W2 Form.

#### Jobs Summary

#### Leave Balances

RELEASE: 8.9.1

## Click W-2 and Tax Statement

Personal Information Student **Employee** Finance

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### Tax Forms

W-4 Employee's Withholding Allowance Certificate

Electronic Regulatory Consent

#### W-2 Wage and Tax Statement

W-2c Corrected Wage and Tax Statement

1095 Employer-Provided Health Insurance Offer and Coverage Statement

RELEASE: 8.9.1

## Select 2024 and hit display

Personal Information Student **Employee** Finance

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### W-2 Wage and Tax Statement

You may adjust the display size by selecting View in the menu at the top of your browser.

Tax Year:

Select ▼

Employer or Institution: Dawson Community College ▼

Display

[ W-4 Employee's Withholding Allowance Certificate | W-2c Corrected Wage and Tax Statement ]

## To print W-2, follow these steps:

To download or print your W2, please follow these steps:

1. Sign into MyInfo
2. Select the "Employee" Tab
3. Select "Tax Forms"
4. Select "W-2 Wage and Tax Statement"
5. Using the drop down area select the 2024 Tax Year
6. Use "Control P" and change the orientation to Landscape to print this form or save as a PDF.  
(The "Printable W-2" button is not working correctly – please do not use it.)

Printable W-2

[ Make New Selection | W-4 Employee's Withholding Allowance Certificate ]

If you have any questions, please contact:

Ashton Copp  
Human Resources Assistant  
406-377-9430  
[acopp@dawson.edu](mailto:acopp@dawson.edu)

Tammy Reed  
Assistant Business Manager  
377-9402  
[treed@dawson.edu](mailto:treed@dawson.edu)