

To view your W-2 Form online:

- Go to the McLennan Community College homepage at www.mclennan.edu
- Click on **Web Advisor**.
- Log in to Web Advisor.

(User ID) or username:

The first initial of your first name, the first initial of your last name, and your seven- digit MCC ID number (lower case)

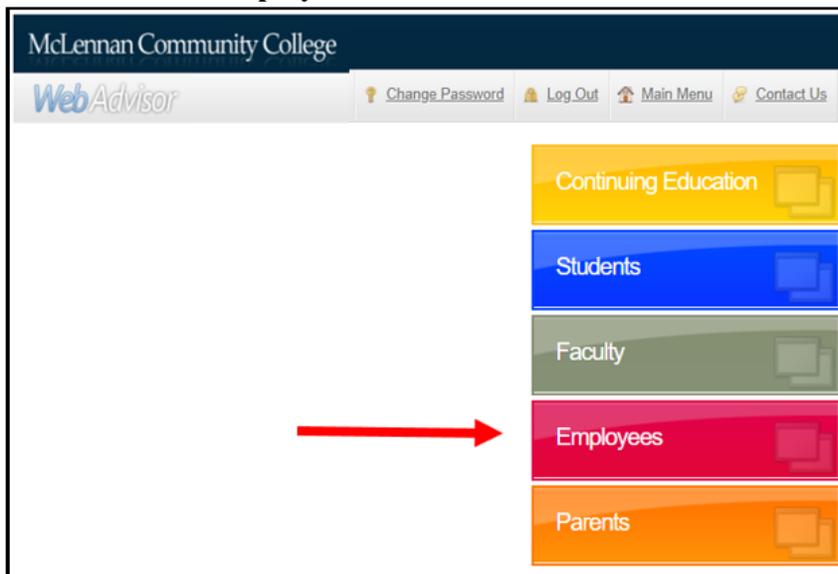
Example: *Jane Doe* (MCC ID *0128043*) would be *jd0128043*

(PIN) or password:

If you are logging into Web Advisor for the first time, use your six-digit date of birth (without dashes, slashes, or spaces). Please note that you will be required to change your password.

Example: *January 25, 1978* would be *012578*

- Click on the **Employees** link.



- Under the **Employee Profile** section, click on **Tax Information**.



Tax Information

W-2 Information

1098 Information

You have opted to receive your W-2 in electronic format

[Change Preferences](#)

Select an option below to set your preferences for receiving your electronic W-2:

Receive my W-2 only in electronic format



By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting I will have access to view and print all of my W-2 statements electronically. I understand that I have the ability to view and print all of my W-2 statements electronically. I understand that I have the ability to view and print all of my W-2 statements electronically.

Withhold my consent



I choose to withhold my consent and understand by doing so that I will not receive my W-2 statements electronically. I understand that I have the ability to view and print all of my W-2 statements electronically.

[Cancel](#)

[Save](#)

- From here, you may choose to view your W-2 Form.

The screenshot shows a web interface for "Tax Information". At the top, there are two tabs: "W-2 Information" (which is selected) and "1098 Information". Below the tabs, a message states: "You have opted to receive your W-2 in electronic format." with a "Change Preferences" button. A blue box contains the heading "Receive my W-2 only in electronic format" and the text: "By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting I will have access to view and print all of my W-2 forms and remove my consent." Below this is a section titled "W-2 Statements" with a table. The table has two columns: "Tax Year" and "Notation". The first row shows "2021" in the "Tax Year" column and "[2021 W-2 Statement](#)" in the "Notation" column. The link "2021 W-2 Statement" is highlighted with a red rectangle.

Tax Year	Notation
2021	2021 W-2 Statement

- You may print the W-2 Form in a PDF format. The W-2 form – Copy B, C and two copies of Copy 2 data are all displayed or printed together as a single IRS compliant PDF document followed by one page of standard IRS instructions. You may print this document on plain 8.5” x 11” paper. You may also print your W-2 on plain, pre-perforated paper. If your printer will print on two sides, the data can be provided on the front and back of one page.