View and/or Print Electronic W-2 Instructions

- 1. Access the college's web page at www.grcc.edu
- 2. Click the link for the "MyGRCC"



Search	Q	MyGRCC

3. Click on GRCC Online Center



- 4. Log in with your Username and Password
- 5. Verify that you see **"Employee Self Service"** in the upper left corner of the page.
- 6. Select the Employee "W2 Forms and Consent" tile



- 7. Click on View W-2/W-2c Forms
- 8. To view your W-2, click on **"View Form"** link.
- 9. To view the W-2 instructions, click on the "Filing Instructions" link.
- 10. To view other years, select the year from the **"Tax Year"** dropdown.

📔 W-2/W-2c Consent	View W-2/W-2c Forms					
TView W-2/W-2c Forms		Tax Year	2021 🗸			
	Grand Rapids Community College					
	Tax Form	Issue Date	Year End Form	Filing Instructions		
	W-2	01/14/2022	View Form	0		