

W2 ELECTRONIC CONSENT INSTRUCTIONS

RHODE ISLAND SCHOOL OF DESIGN | WEB ADVISOR

[LOG OUT](#) | [MAIN MENU](#) | [CONTACT Us](#)

Employees

Welcome Cynthia!

WebAdvisor is RISD's web access to administrative functions. For students it provides access to registration, records, class schedules, financial aid, billing information and more. For faculty, it provides access to class rosters, on-line grading, and information on student advisees. Department managers may access their yearly budget. We continue to add features that offer students, faculty, and staff self-services.

RISD students, faculty, and staff: Login using the "Log In" tab.

Guests and Prospective Students: click on the "Guests and Prospective Students" link to the right

main menu

[Account Information](#) | [Password Information](#)

[LOG OUT](#) | [MAIN MENU](#) | [CONTACT Us](#)

WebAdvisor 3.1
POWERED BY DATATEL

LOG IN TO WEB ADVISOR – CLICK ON “EMPLOYEES” BANNER

W2 ELECTRONIC CONSENT INSTRUCTIONS

The screenshot displays the 'EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU' page. At the top, the header reads 'RHODE ISLAND SCHOOL OF DESIGN | WEB ADVISOR' with navigation links for 'LOG OUT', 'MAIN MENU', 'EMPLOYEES MENU', and 'CONTACT Us'. A welcome message 'Welcome Cynthia!' is visible in the top right. The main content area is titled 'EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU' and contains a warning: 'The following links may display confidential information.' Below this, there are four menu sections: 'Employee Profile', 'Communication', 'Registration', and 'Time Entry and Approval'. The 'Employee Profile' section includes links for 'Position Summary', 'My Stipends', 'Pay Advices', 'View Pay Advices (For Administrators)', 'W-2 Electronic Consent', 'W-2 (For Administrators)', 'W-2 Statements', 'T4 (For Administrators)', 'Current Benefits', and 'Benefit Enrollment'. A red arrow points to the 'W-2 Electronic Consent' link. The 'Communication' section has links for 'Building Access Code', 'RISD Alert Faculty-Staff', and 'emergency.risd.edu'. The 'Registration' section has links for 'Search for Sections' and 'Course Catalogs'. The 'Time Entry and Approval' section has links for 'Time entry', 'Time history', 'Time approval (for supervisors)', and 'Employee history (for supervisors)'. The footer contains the same navigation links as the top, along with the 'WebAdvisor 3.1' logo and 'POWERED BY DATATEL'.

CLICK ON "W2 ELECTRONIC CONSENT"

W2 ELECTRONIC CONSENT INSTRUCTIONS

RHODE ISLAND SCHOOL OF DESIGN | WEB ADVISOR

LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT Us

EMPLOYEES Welcome Cynthia!

W-2 Electronic Consent

By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

I choose to withhold my consent and understand by doing so that I will not receive my official W-2 in electronic format. I also understand that by withholding my consent, I will not have access to prior or future W-2 statements electronically. I understand that I have the ability at any time to return to this form and consent to view my W-2 statements electronically.

Electronic W-2 Consent History
09/17/14 03:10:12PM - Consent Given

SUBMIT

LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT Us

WebAdvisor_{3.1}
POWERED BY DATATEL

If you have a date in the "Electronic W2 Consent History" – you are all set. If not, please click on the top statement and hit SUBMIT.

You will have online access to your W2 as soon as it is ready.