

W2 ELECTRONIC CONSENT AND VIEWING INSTRUCTIONS

RHODE ISLAND SCHOOL OF DESIGN | WEB ADVISOR

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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

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

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WebAdvisor 3.1
POWERED BY DATATEL

<https://wa.risd.edu>

LOG IN TO WEB ADVISOR – CLICK ON THE "EMPLOYEES" BANNER

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CLICK ON "TAX INFORMATION (W2, etc.)"

The screenshot shows a web application interface with a dark red header bar containing the text "EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU". Below the header, a white box contains the text "The following links may display confidential information." There are two main sections of links. The left section is titled "Employee Profile" and includes links for "Tax Information (W2, etc.)", "Banking Information", "Position Summary", "My Stipends", "Pay Advices", "View Pay Advices (For Administrators)", "W-2 (For Administrators)", "Current Benefits", and "Benefit Enrollment". A red arrow points to the "Tax Information (W2, etc.)" link. The right section is titled "Time Ent" and includes links for "Time entry", "Time history", "Time approval (for supervisors)", and "Employee history (for supervisors)". Below this, there is another section titled "Com" with links for "Building Access Code" and "RISD Alert Faculty-Staff".

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU

The following links may display confidential information.

Employee Profile

- [Tax Information \(W2, etc.\)](#)
- [Banking Information](#)
- [Position Summary](#)
- [My Stipends](#)
- [Pay Advices](#)
- [View Pay Advices \(For Administrators\)](#)
- [W-2 \(For Administrators\)](#)
- [Current Benefits](#)
- [Benefit Enrollment](#)

Time Ent

- [Time entry](#)
- [Time history](#)
- [Time approval \(for supervisors\)](#)
- [Employee history \(for supervisors\)](#)

Com

- [Building Access Code](#)
- [RISD Alert Faculty-Staff](#)

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The screenshot shows the RISD self-service portal. At the top, there is a navigation bar with the RISD logo, a user profile for 'cdriscol', and links for 'Sign out' and 'Help'. Below this is a breadcrumb trail: 'Employment > Employee > Tax Information'. The main heading is 'Tax Information', with a sub-tab for 'W-2 Information'. A message states: 'You have opted to receive your W-2 in electronic format.' with a 'Change Preferences' button. Below this is a light blue information box with an 'i' icon and the text: '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 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.'

There are two tables below the information box:

- W-2 Statements**: A table with columns 'Tax Year' and 'Notation'. It lists three rows: 2016 with a link to '2016 W-2 Statement', 2015 with a link to '2015 W-2 Statement', and 2014 with a link to '2014 W-2 Statement'.
- Electronic W-2 Consent History**: A table with columns 'Date' and 'Consent Status'. It lists one row: '9/17/2014 3:10:12 PM' with a status of 'Consent Given'.

At the bottom of the page, there is a footer: '© 2000-2017 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'. Two red arrows point from the text below to the '2016 W-2 Statement' link and the 'Consent Given' status.

You will be brought to the new RISD self-service page. On this page you may see if you have already consented. Once you consent all your W2's will be visible on this page. You only need to consent **once** and it is good until changed.

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You may also print or download a copy of your W2 for your records from the viewing page.



ALL W2'S ARE COMPLETED AND ACCESSIBLE BY JANUARY 31ST OF EACH YEAR FOR THE PREVIOUS CALENDAR YEAR.