

The University of Texas Rio Grande Valley

Online W-2/W-2c Consent Procedures

Step 1: Visit the MyUTRGV home page at <https://my.utrgv.edu/> and login with your UTRGV credentials.



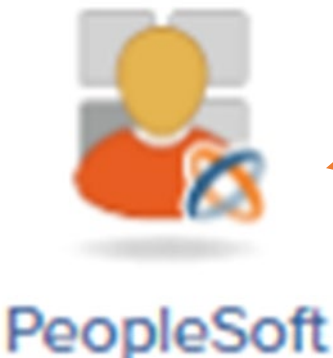
Sign in with your UTRGV Account

[Can't access your account?](#)

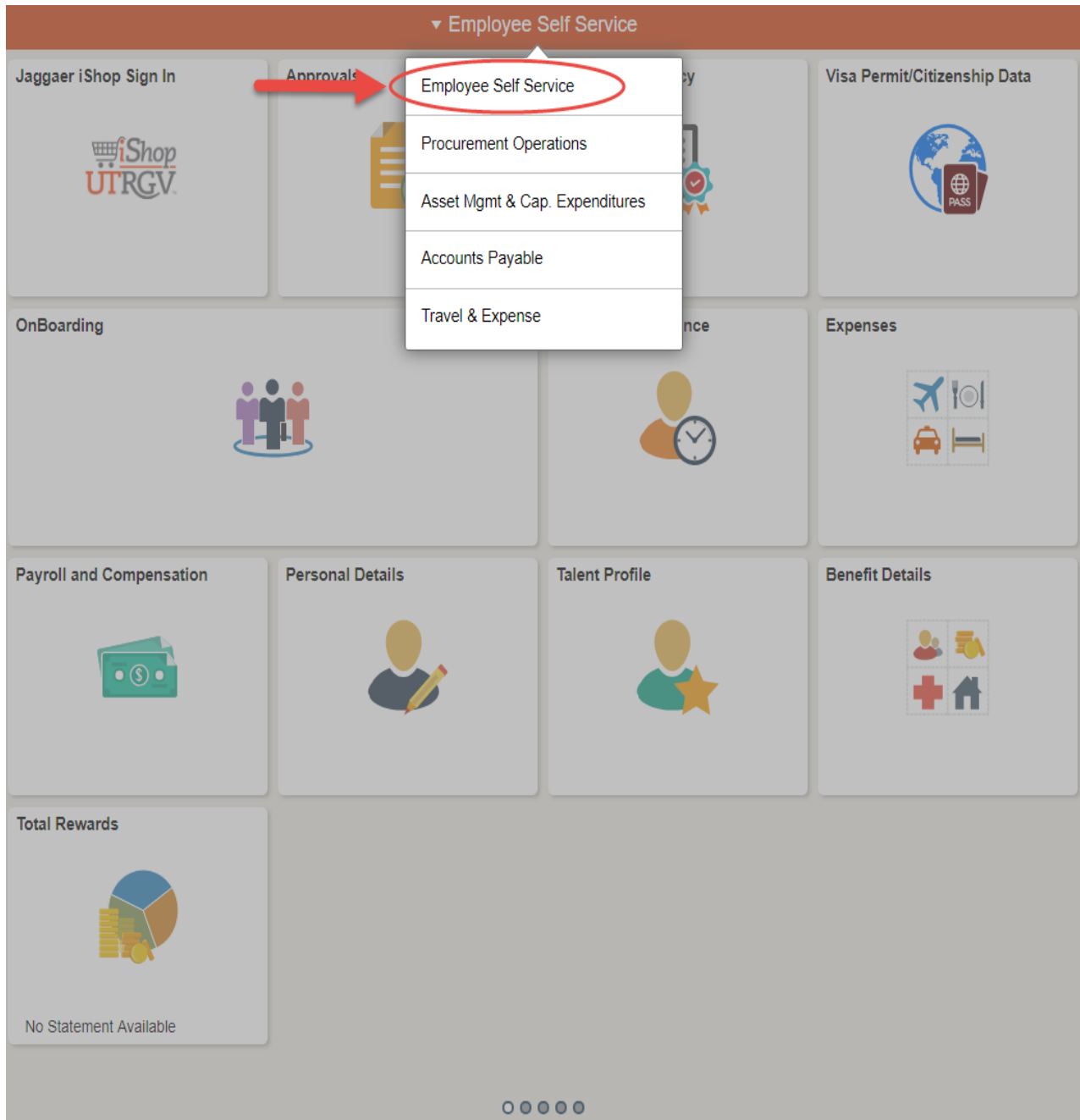
Step 2: Once logged in to the home page, listed under Applications, click on the PeopleSoft tile.

Applications

ASSIST	Office 365	Blackboard
V Link	Engagement Zone	vPrint
Handshake	iTravel	FPT
PeopleSoft	Oracle 24/7	vSoftware
ePAF	E-Learn	People Admin
now ServiceNow		















Step 3: Click the drop down list located on the top-center page, select Employee Self Service.

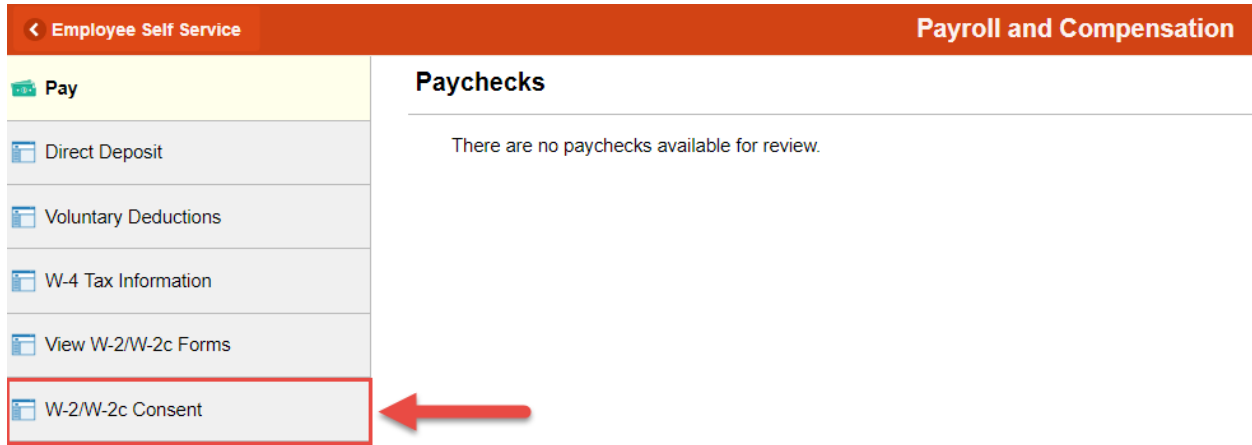


Step 4: Click on the Payroll and Compensation tile.

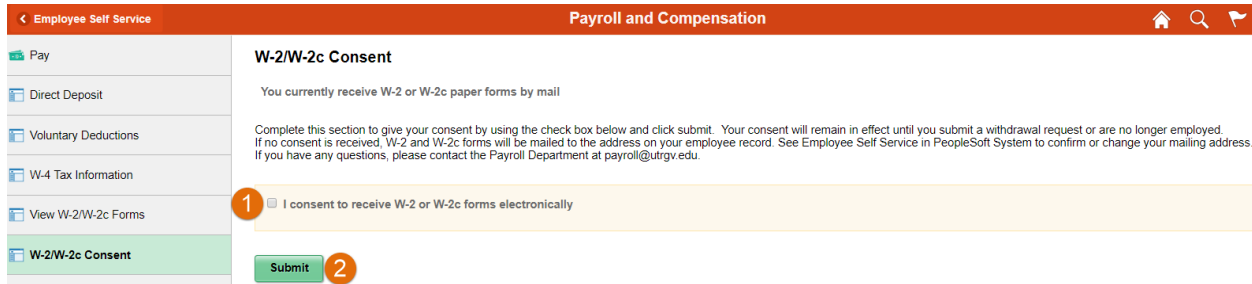
▼ Employee Self Service

Jaggaer iShop Sign In 	Approvals  0	UTRGV HOP Policy 	Visa Permit/Citizenship Data 
OnBoarding 	Time and Attendance 	Expenses 	
Payroll and Compensation  <i>(This tile is highlighted with a red border and a red arrow points to it from the Personal Details tile.)</i>	Personal Details 	Talent Profile 	Benefit Details 
Total Rewards  No Statement Available			

Step 5: Click on W-2/W-2c Consent.



Step 6: On the W-2/W-2c Consent page, select the box which indicates “*I consent to receive W-2 or W-2c forms electronically.*” After this is completed, click on the “Submit” button.



Step 7: Confirm receipt of consent with the displayed message, “*You will receive W-2 or W-2c forms electronically.*”

