How to Access and Print your Electronic W2

1. Access **LeoOnline** via ODU's login page:
   https://leoonline.odu.edu.
   PLEASE NOTE: _If logging in from the ODU Portal Page, select **Login**, enter your Midas ID and Password, complete Two-Factor Authentication, and select the **LeoOnline** App from the options list on the left side of the screen. Then follow steps 5-11 below._
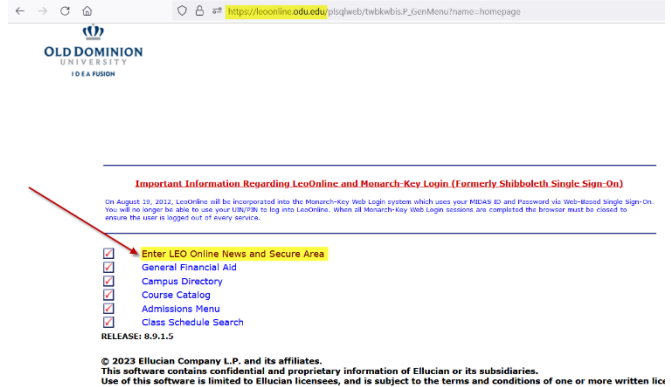
   Select "Enter Leo Online News and Secure Area" from the list of options.

   Scroll to the bottom of this page and select the Key Icon – "Enter Secure Area."

2. Enter your **Midas Credentials** (Midas ID and Password) and select **Login**. After completing two-factor authentication, you will be redirected to the LeoOnline Portal, specifically the Employee Self Service Main Menu.

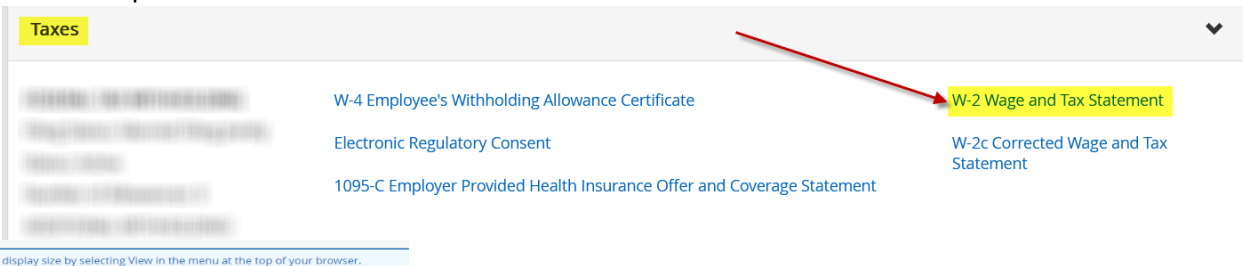   From this list, select **Employee** from the options list.

   Then select **Employee Self Service** to be redirected to the Employee Dashboard.

3. Scroll to the bottom of the Employee Dashboard page and select **Taxes Tab**, then select **W2 Wage and Tax Statement** from the list options.

   You will be redirected to the W2 Wage and Tax Statement Menu. On this page, select the Tax Year desired from the dropdown menu. Click **Display** to view your W2 Wage & Tax Statement for the selected Tax Year. This will allow you to view, print, or save this tax information.
   PLEASE NOTE: Old Dominion University will act as the default "Employer or Institution" selection, no need to change this data.

4. Finally, click on the **Printable W2** button at the bottom of this page to print a copy of your W2 Wage and Tax Statement.

   For detailed information explaining all items and details listed on your W2, you may select "Employee Instructions" and "Notice to Employees" at the top of the W2 Wage and Tax Statement Page.

Edited and Reviewed: January 26, 2023 by the ODU Office of Finance Payroll Department