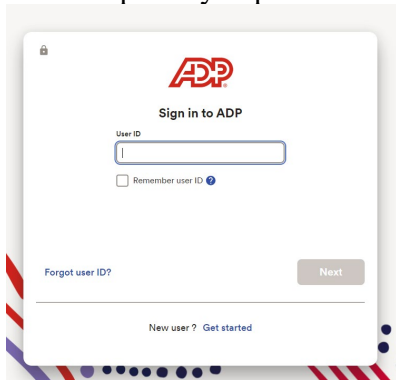


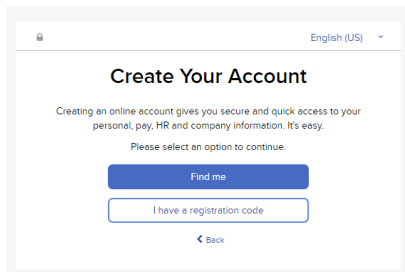
In order to access your W2 electronically once you have separated employment from NKU, you will need to register on ADP website.

How to Register on ADP W-2 Services

1. Go to <https://my.adp.com>.



2. Click New User? Get Started



The **Registration Code** is: NKUEDU-W2

3. Enter your information

First name* 

Last name* 

Service name and document* 

W2 Services 

[VIEW SAMPLE DOCUMENTS](#)

Year of W-2* 

2023 

Control number - Employee ID*

Control number - Company code*

Zip Code*

Employee's SSA number*

- Control number – your NKU employee #
- Control number - 761
- Zip Code - your zip code
- Employee's SSA number – your full social security number

During the registration process you will be assigned a User ID and will be prompted to select a unique password. Please be sure that your mailing address remains current in the NKU payroll system by contacting Human Resources at hr@nku.edu. If you have questions, please email payroll@nku.edu.