W-2 Online Instructions

Getting Started – Click on the following UIS link
Enter User ID and PIN

User Login

St. John’s Information System
You can set up a tuition payment plan safely and securely online via your UIS account. You can make an individual payment online as well as by calling 718-990-2000.

Please remember your User ID is your X ID number (including the capital “X”)
For new freshmen or transfers, the X ID number is located on your acceptance letter.
If this is your first time logging in, your initial PIN is Sj followed by all digits from your X ID number without the X.

If you have forgotten your pin, please type in your User Id, then click the “Forgot PIN?” button.
To protect your security and privacy, please remember to exit and close your browser when done using UIS.

User ID: ______________________
PIN: ______________________
Login  Forgot PIN

Click on the Employee Tab and Tax Forms. Consent to view online and follow the links to view your W2.
Select your appropriate tax year and click **Display**:

**Select W-2**

- **Tax Year:** 2012
- **Employer or Institution:** St. John’s University

**Display**

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You can view your W-2 on the next screen. For a printer friendly version, click **Printable W-2** button.
To confirm your identity, you will need to re-enter the PIN used to login before you can print. If you forgot your PIN or need it reset contact HelpDesk at 718-990-5000.

The official printable version seen below, can be printed from your web browser (hold CTRL and “P” keys)

Click on HELP at the top of the W2 web page to view Notice to Employee and Instructions, regarding W2.