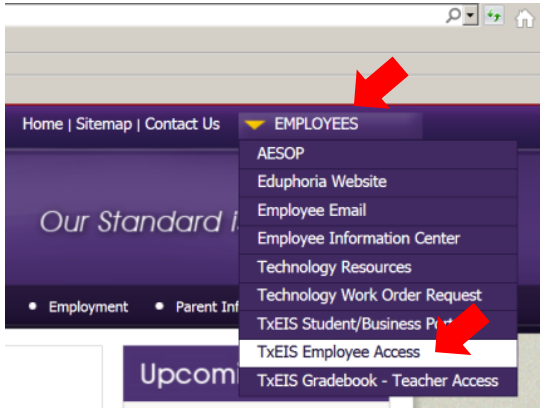


## Where to find TxEIS Employee Access/W-2 Information



Go to the district website at [www.misd.org](http://www.misd.org)

Click on *EMPLOYEES*

Click on *TxEIS Employee Access*

\*Enter username and password and click *Login* or

\*First time users must click *New User* and create a username and password.

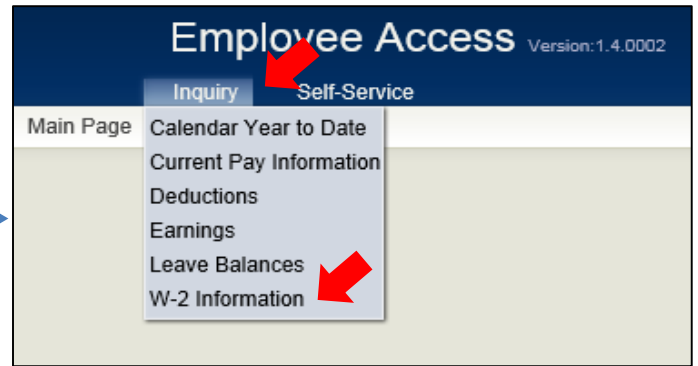
### Resetting Password (Must have a district email)

If you can't remember your password click *Forgot Password*. You must know your employee id#. It will email you a temporary password. This must be done prior to the third attempt.

### Resetting Password (Do not have district email)

If you do not have a district email you will need to contact Bronwyn Forward at [bforward@misd.org](mailto:bforward@misd.org) and she will delete your account. You will have to click *New User* and create a new username and password.

**Very important...if you can't remember your login information and keep trying different ones, you will be locked out after the third attempt. Once you are locked out, you will need to contact Bronwyn Forward at [bforward@misd.org](mailto:bforward@misd.org) and she will delete your account. You will have to click *New User* and create a new username and password.**

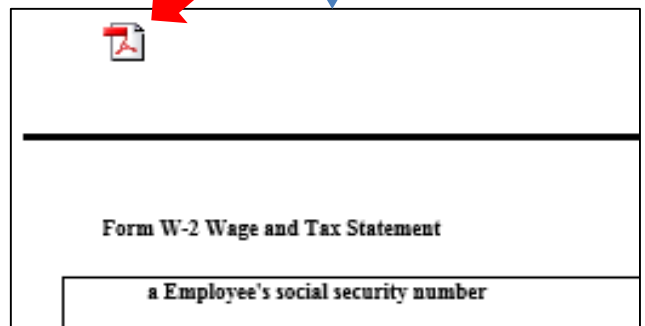


Click on *Inquiry*

Click on *W-2 Information*

Make sure the *calendar year* is correct

Click on *Print*



Click on *pdf icon*

Will open document in pdf format

Click *File*

Click *Print*