
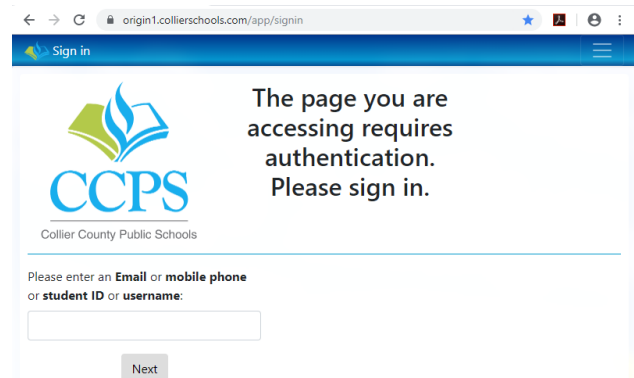


## Accessing your Yearly W-2 Form

Access to your yearly W-2s are available through the CCPS Portal using the link below – **this link will only work when using Google Chrome.**

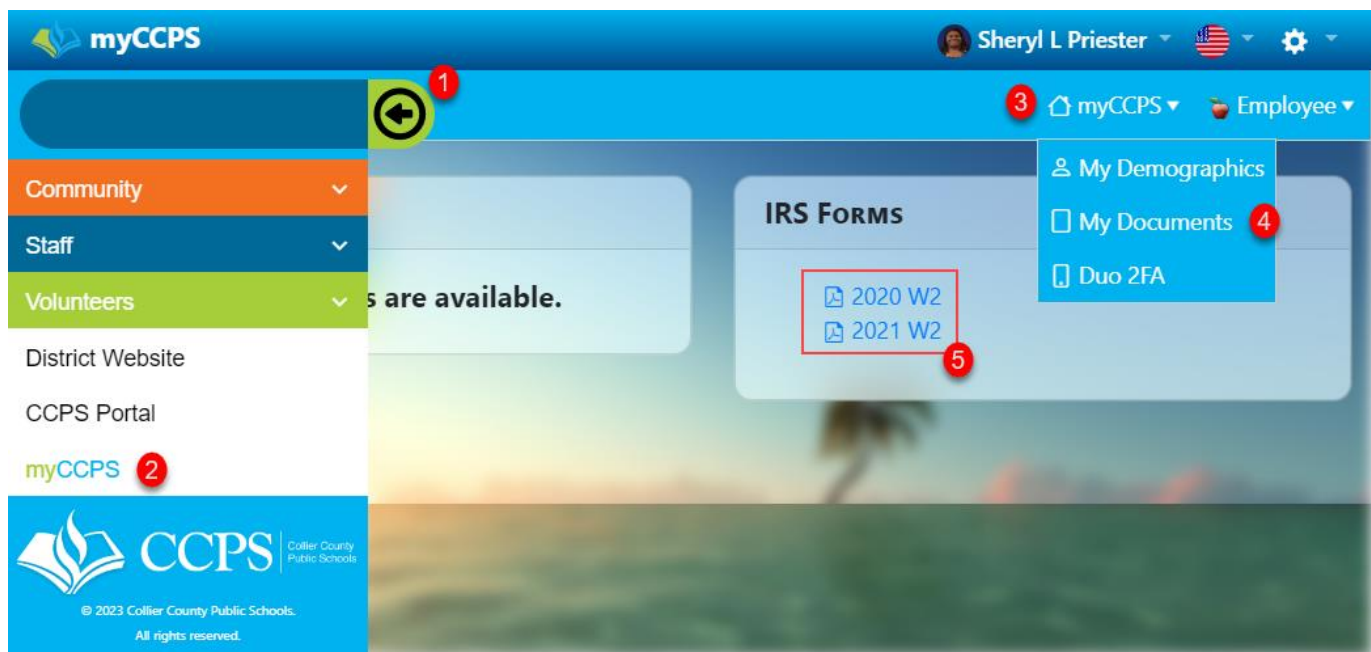
### Accessing the CCPS Portal

1. Open your CHROME browser.  Chrome is the preferred browser.
2. Visit <https://portal.collierschools.com>  
OR  
Visit [collierschools.com/staff](https://collierschools.com/staff) tab/CCPS Portal on the left sidebar.
3. Enter your network username.
4. Click Next.
5. Select Sign in: ...as Employee (your username here)
6. Log in using your CCPS network username and password.



### Accessing your W-2 Form

1. Click the green arrow on the left to expand the sidebar menu.
2. Select My CCPS.
3. In the upper right corner, Click the My CCPS drop-down.
4. Select My Documents.
5. Under IRS Forms, Click the W2 link. The PDF will open in a new tab.



If you have any issues accessing the portal or your W-2, please contact the Help Desk at 239-377-0445 or [helpdesk@collierschools.com](mailto:helpdesk@collierschools.com).

Thank you.