

## Instructions for Employee Portal

### *How to View Paystubs or W2 forms*

1. Go online to the [www.rangercollege.edu](http://www.rangercollege.edu) homepage
2. Click “About Us” tab and scroll to Human Resources
3. Under Current Employees, Find: Employee Portal
4. Choose on or off campus
5. Staff ID: Social Security Number (**No Hyphens**)
6. Pin: Birthday (**Do not add a 0 to month.**)  
[Ex: March 3, 1965 enter 3031965]
7. Click Login
8. Campus Connect’s main page will open
9. Select from W-2 or Paystub options
10. Click “view selected”
11. Log out when complete.