

Instructions for Employee Portal

How to View Paystubs, Leave or W2 forms

1. Go online to the Ranger College homepage (www.rangercollege.edu)
2. Click Human Resources link
3. Under Current Employees, Find: Employee Portal
4. Chose 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 the Login button
8. Campus Connect's main page will open
9. Choose Pay-W-2, Pay Stubs, or Leave Viewer
10. Choose appropriate month/year; click view selection
11. Type Ctrl + P to print
12. Click on the italicized here to logout when done