To access My Personal Information (MPI):

How to elect to receive your W2 form electronically:

1. Log in to My Personal Information at https://myhr.ohio.edu/

2. To enroll in Duo Security click on the following link for instructions: https://help.ohio.edu/TDClient/30/Portal/KB/ArticleDet?ID=265

3. Select the Other Misc. Information tab

4. The OU Electronic Consent section includes the statement "I consent to receive my W2 online: select Y or N." If your status is N-No, click the Update button and change your status to Y-Yes. Click Apply.
5. If no results found, click the Add button and change your status to Y-Yes. Click Apply.

When the W2 process is complete in January, you will receive an email notifying you that you can access/print your W2 from My Personal Information.