How to Access and Print your Electronic W2


   PLEASE NOTE: If logging in from the ODU Portal Page, select Login, enter your Midas ID and Password, complete Two-Factor Authentication, and select the LeoOnline App from the options list on the left side of the screen. Then follow steps 5-11 below.

   Select “Enter Leo Online News and Secure Area” from the list of options.

   Scroll to the bottom of this page and select the Key Icon – “Enter Secure Area.”

2. Enter your Midas Credentials (Midas ID and Password) and select Login. After completing two-factor authentication, you will be redirected to the LeoOnline Portal, specifically the Employee Self Service Main Menu.

   From this list, select Employee from the options list.

   Then select Employee Self Service to be redirected to the Employee Dashboard.

3. Scroll to the bottom of the Employee Dashboard page and select Taxes Tab, then select W2 Wage and Tax Statement from the list options.

   You will be redirected to the W2 Wage and Tax Statement Menu. On this page, select the Tax Year desired from the dropdown menu. Click Display to view your W2 Wage & Tax Statement for the selected Tax Year. This will allow you to view, print, or save this tax information.

   PLEASE NOTE: Old Dominion University will act as the default “Employer or Institution” selection, no need to change this data.

4. Finally, click on the Printable W2 button at the bottom of this page to print a copy of your W2 Wage and Tax Statement.

   For detailed information explaining all items and details listed on your W2, you may select “Employee Instructions” and “Notice to Employees” at the top of the W2 Wage and Tax Statement Page.

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