



Online W-2's For Omaha Public Schools

Omaha Public Schools delivers secure access to your W-2 tax forms online. This will provide you a convenient opportunity to retrieve your year-end tax information whenever needed.

This is the third year for this online solution. For employees who set up their account last year, your same credentials will be used again this year. No further action is required on your part.

For Employees who joined the District in 2022, in order to access your tax forms, you will need to register an account with ADP. We encourage you to set up your account now to ensure it is ready for you when forms are available in January.

The process is very simple and only takes a few minutes to complete. Step by step instructions are noted below.

Registering With a Registration Code

1. Log into [OPS Anywhere](#) > Employee Self-service > Payroll tile
2. Click the OPS Link to ADP and click the link to access the ADP service website **OR**
3. Click [MY.ADP.COM](#)
4. Click the link to **Create Your Account**.
5. Select **I have a registration code**.
6. Enter the organizational registration code - **DCSD-ADP**
7. Enter your identity information. For year of W-2 enter **2022**, first control number– employee ID - **Your OPS Employee ID number**, second control number - company code - **WYP**, your zip code on file, and social security number.
8. Based on the information requested during this process, you may be required to answer a few identity questions from public records.
9. Add your primary contact information – a frequently used email address and mobile number to receive account notifications and used to verify and confirm your identity, when needed. You will receive a text message with your verification code.
10. Set up your user ID and password to complete the registration process for your ADP service account. **Please make note of your user ID and password.**
11. If you require additional assistance, please contact the OPS help desk 531-299-0300 or helpdeskrequests@ops.org

If you have forgotten your login information from last year, use the Forgot User ID / Forgot Password link on the ADP service web site to complete a quick verification and recover your information.

The Payroll department will notify you in January when your tax forms are available.