

Log into SSB, click the Employee tab, then click the Employee Dashboard link:

Colorado College SELF-SERVICE BANNER

Personal Information Employee Finance

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Employee

Employee Dashboard NEW! View and manage your personal and job information here.

Step 1 - Check your contact information (address, phone number, etc)

Click "My Profile" from Employee Dashboard

Employee Dashboard

My Profile

Leave Balances as of 01/13/2026

Full Leave Balance Information

Click the pencil icon to edit

Employee Dashboard Employee Profile

Profile

Personal Information

Addresses

Campus  Mailing/Home

Phones

Campus Extension  Mailing/Home

Emails

Direct Deposit Advice E-Mail  Home E-Mail Address

Emergency Contacts

Click the pencil icon (again) to update to new address, phone number, etc.

Address

Address

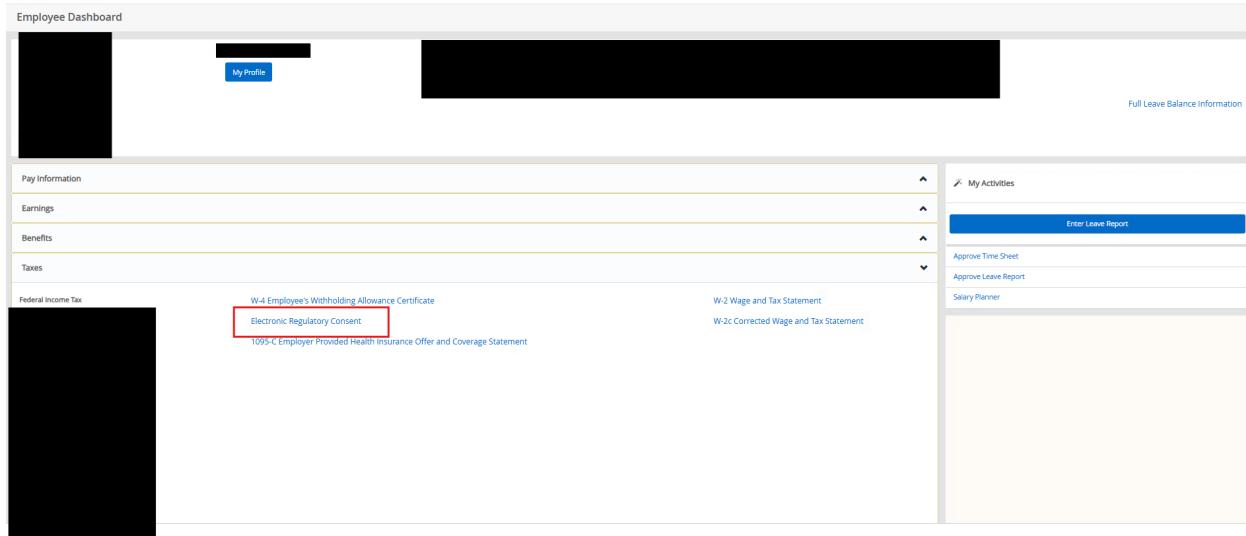
Campus Current

Mailing/Home Current

+ Add New

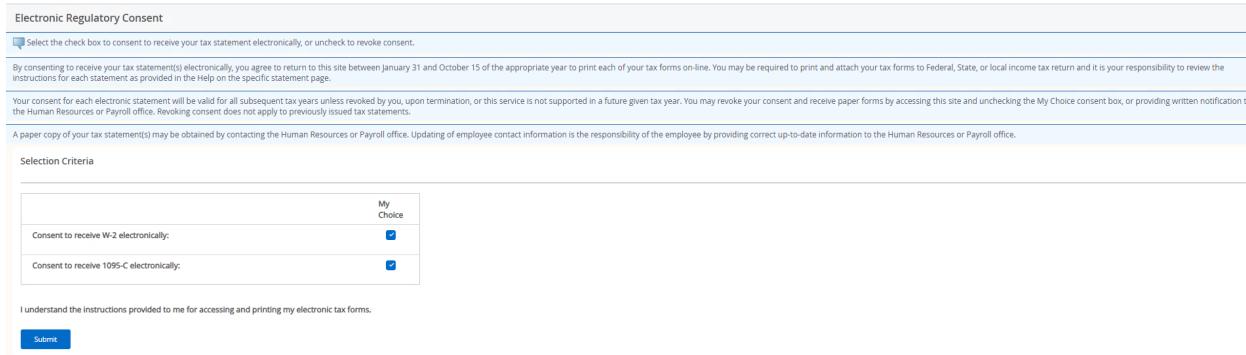
## Step 2 - Electronic consent of W-2 and 1095s

From Employee Dashboard, expand the “Taxes” section and click Electronic Regulatory Consent link



The screenshot shows the Employee Dashboard with the 'Taxes' section expanded. In the center, there are three links: 'W-4 Employee's Withholding Allowance Certificate', 'Electronic Regulatory Consent' (which is highlighted with a red box), and '1095-C Employer Provided Health Insurance Offer and Coverage Statement'. To the right, there is a sidebar titled 'My Activities' with options like 'Enter Leave Report', 'Approve Time Sheet', 'Approve Leave Report', and 'Salary Planner'.

Select the checkboxes to receive W-2 and/or 1095-C electronically, and then click Submit. If you provide consent, you will be able to view them online once they are released.



The form is titled 'Electronic Regulatory Consent'. It contains the following sections:

- Electronic Regulatory Consent:** A section with a 'Select' link and a note: "Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent."
- By continuing to receive your tax statement(s) electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.**
- Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive paper forms by accessing this site and unchecking the My Choice consent box, or providing written notification to the Human Resources or Payroll office. Revoking consent does not apply to previously issued tax statements.**
- A paper copy of your tax statement(s) may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.**
- Selection Criteria:** A table with two rows:

	My Choice
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/>
Consent to receive 1095-C electronically:	<input checked="" type="checkbox"/>
- I understand the instructions provided to me for accessing and printing my electronic tax forms.**
- Submit** button.