

How to update your email address in SHaRP for W2 information

1. To log into the Sharp you will need to your SHaRP ID. This is located on my WSU for your reference.
2. Once you have your SHaRP ID, login to SHaRP using this link https://sharp.sok.ks.gov/psp/sokhrprd_ess/?cmd=login
 - If you have never signed into SHaRP before you will need to call the 1 866 999 3001 number to receive a temporary password.
 - If you have forgot your password you can click forgot password, you will answer your security questions to set up a new password.
 - If you know you password, enter password and click sign in
3. Once you have logged in go to My System Profile
4. Review your email address and make updates if needed and save
5. Now that your email address has been updated, you will receive an email when the W2s are ready to be downloaded.
6. **Mailing addresses** may **only** be updated via *myWSU* [Employee Dashboard](#). See instructions on how to update your mailing address.

The screenshot displays the myWSU Employee Self-Service dashboard for Wichita State University. The page is organized into several sections:

- Employee Toolbox:** Includes links for Technology Help Desk, Email/Voicemail, Tools, and University Budget.
- Employee Self-Service:** Features the Employee Dashboard, direct links for key information (Paystubs, Time Sheet, Leave Report, etc.), and guides for the dashboard and timekeeping.
- Employee Training, Resources & Professional Development:** Includes ShockerSTART and myTraining.
- SHaRP ID:** A highlighted section with the text "Mouse over the box below to view your SHaRP ID (State of Kansas Employee ID)." and a box containing the ID "S00000 1234". A blue arrow points to the ID box.

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The header features the Kansas state logo with the motto "AD ASTRA PER ASPERA" above the word "Kansas". To the right, the text "Employee Self-Service" is displayed in a large blue font. Below the logo, three links are provided: "State of Kansas Employee Self-Service Center", "FAQ", and "Browser Compatibility Document".

Sign In

Enter SHaRP ID here found on myWSU

Password Enter password or click forgot your password below for help.

After signing in you can:

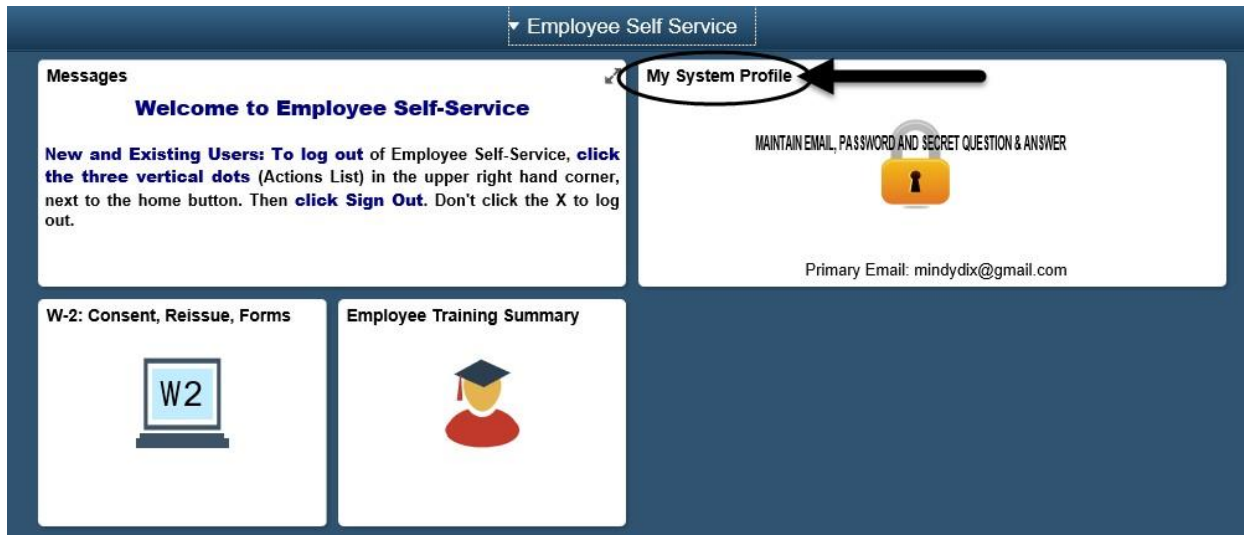
View	Update/Request
<ul style="list-style-type: none">Personal DataTraining SummaryLeave BalancesPaycheck InformationTotal CompensationW-2/W-2c Forms	<ul style="list-style-type: none">General Profile InformationW4 Fed Tax InformationTime SheetW-2 Reissue

Problems signing in?
Call the Help Desk at 296-1900 (Topeka) or toll-free 1-866-999-3001 (outside Topeka).
Help Desk hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday.

Sign In

[Forgot Your Password?](#)

[Instructions for Forgot Your Password](#)



The dashboard is titled "Employee Self Service" and contains several sections:

- Messages:** A "Welcome to Employee Self-Service" message for new and existing users, instructing them to log out by clicking three vertical dots and then "Sign Out".
- My System Profile:** A section with a lock icon and the text "MAINTAIN EMAIL, PASSWORD AND SECRET QUESTION & ANSWER". Below it, the "Primary Email" is listed as "mindydix@gmail.com". A black arrow points to the "My System Profile" link.
- W-2: Consent, Reissue, Forms:** A section with a laptop icon containing the text "W2".
- Employee Training Summary:** A section with a graduation cap icon.

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Employee Self Service

General Profile Information

Dannie D. Demo

Password

Change password
Maintain Secret Question & Answer used for "Forgot Password"

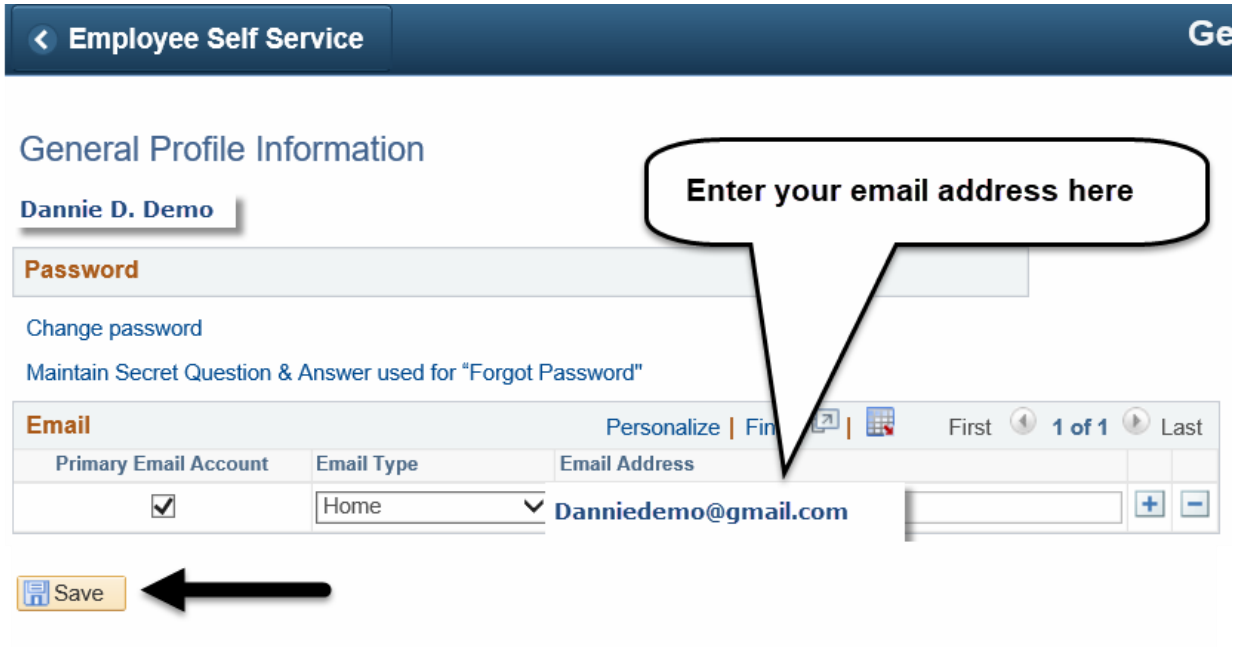
Email

Personalize | Find | First 1 of 1 Last

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Home	Danniedemo@gmail.com

Save

Enter your email address here



Mailing addresses may **only** be updated via *myWSU* [Employee Dashboard](#).
See instructions on how to update your mailing address.