

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 your 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.

WICHITA STATE UNIVERSITY

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Employee Toolbox

- Technology Help Desk
 - Help Desk
 - Manage your Password
 - Pushing Email Safety
 - VPN Download
 - WSU Wireless Network Access
- Email/Voicemail
 - Outlook Web Apps Mail (Employee email)
 - VoiceMail Web Interface (Must be on campus or use VPN)
- Tools
 - Chronicle of Higher Education
 - Drop Box
 - Faculty Change Of Grade Request
 - JAMF Enrollment (Mac OS and iOS devices only)
 - myTools
 - myWSU ID Lookup
 - Pinnacle (Telecommunications Billing)
 - Service Catalog and Requests
 - Student Concern Resolution Guide
 - Student Early Alert System
 - WSU Strategic Planning
 - WSU Today
- University Budget
 - 2020 Adopted Operating Budget
 - TM1 Fiscal Year Budget System

Employee Self-Service

Employee Dashboard
The Dashboard is a place to view and update YOUR personal information

Or use the direct links for quick access to key information:

- Paystubs
- Time Sheet (Enter Time)
- Leave Report (Enter Leave)
- Leave Balances
- Direct Deposit Information
- Federal Tax Withholding
- Address / Email / Phone / Emergency Contacts
- Campus Contact Information
- Total Compensation Statement

GUIDE for Employee Dashboard
Leave Reports and Web Time Entry Guides
Timekeeping Information

State of Kansas Employee Self-Service Resources

- WSU Pay Schedule
- State of Kansas Employee Self-Service
- Online W2 Retrieval Guide 2018 W2s are now available

SHaRP ID

Mouse over the box below to view your SHaRP ID (State of Kansas Employee ID).

S00000 1234

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Kansas AD ASTRA PER ASPERA
Employee Self-Service

[State of Kansas Employee Self-Service Center](#) [FAQ](#) [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:

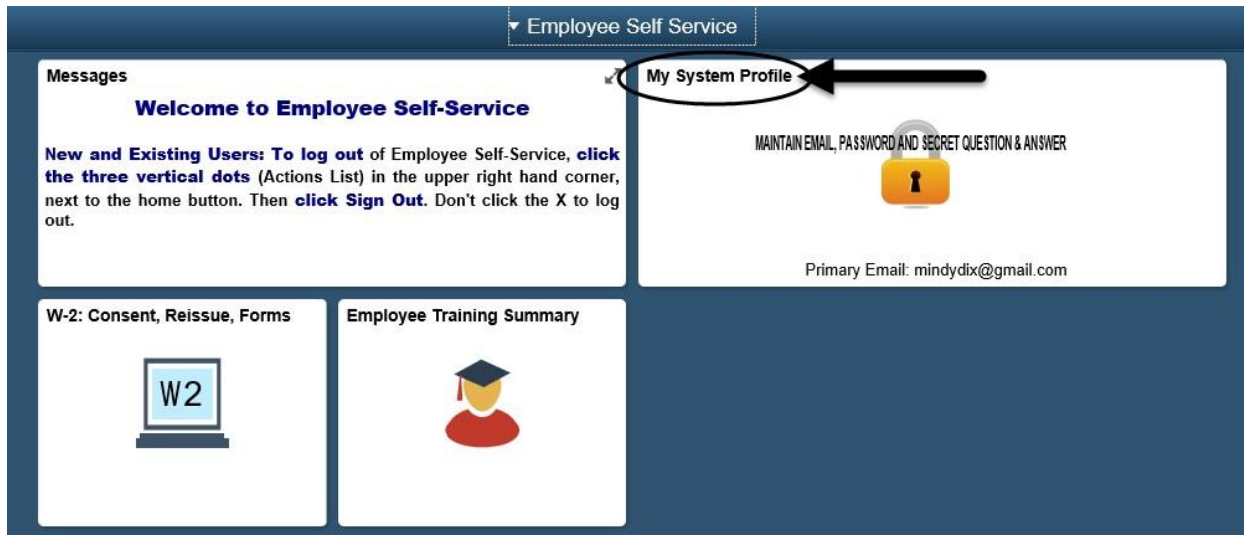
View	Update/Request
<ul style="list-style-type: none">• Personal Data• Training Summary• Leave Balances• Paycheck Information• Total Compensation• W-2/W-2c Forms	<ul style="list-style-type: none">• General Profile Information• W4 Fed Tax Information• Time Sheet• W-2 Reissue

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](#)



Employee Self Service


Messages

Welcome to Employee Self-Service

New and Existing Users: To log out of Employee Self-Service, **click the three vertical dots** (Actions List) in the upper right hand corner, next to the home button. Then **click Sign Out**. Don't click the X to log out.

My System Profile

MAINTAIN EMAIL, PASSWORD AND SECRET QUESTION & ANSWER




Primary Email: mindydix@gmail.com

W-2: Consent, Reissue, Forms



Employee Training Summary



How to update your email address in SHaRP for W2 information

Employee Self Service

General Profile Information

Dannie D. Demo

Password

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

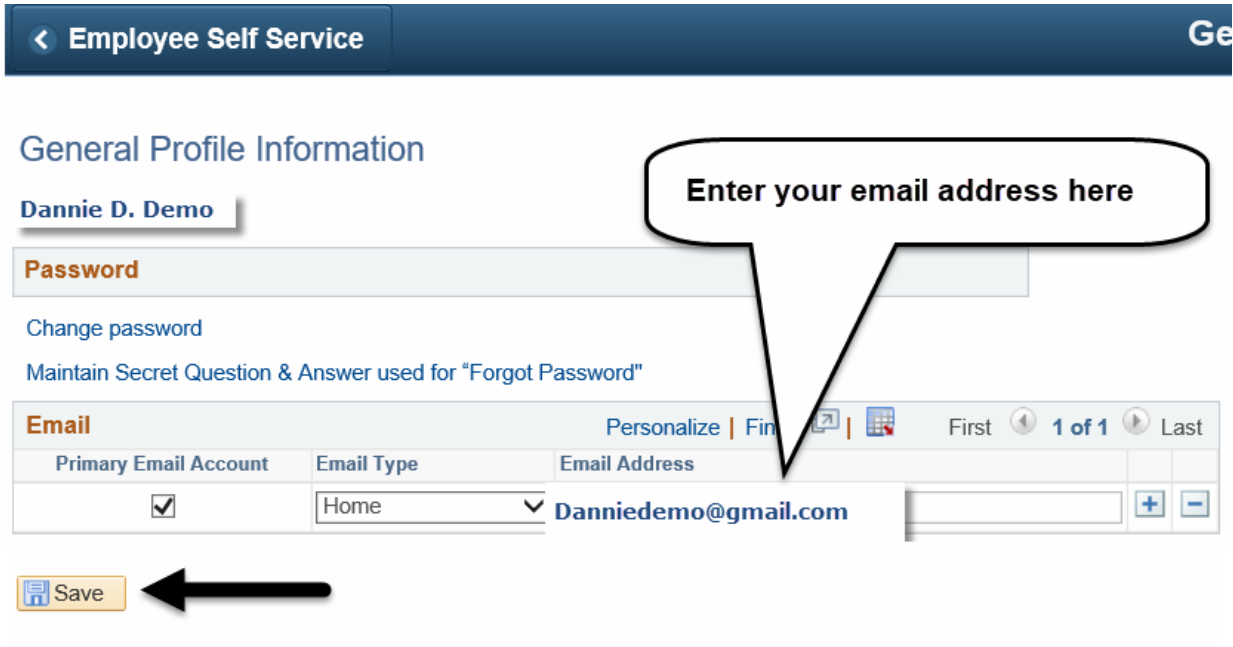
Email

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



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See instructions on how to update your mailing address.