

Log into myCNM:

The screenshot shows the myCNM website home page. At the top, there is a navigation bar with a home icon, "About CNM", "Registration", "Student Resources", "Programs of Study", "Jobs", and "Maps & Directory". The main content area features a large banner with the text "keep Up with CNM on facebook" and a Facebook logo. To the right, there are two news snippets: "CNM Theatre Students Recognized for Film They Created in 48 Hours" and "Online Liberal Arts Degree Offers Fast-track to Graduation". At the bottom, there is a row of buttons: "Apply to CNM", "Financial Aid", "See an Advisor", "Register for Class", and "Your First Day".

Enter your username and password:

The screenshot shows the myCNM login page. The background is a photograph of a modern brick building. In the center, there is a white login form titled "Enter your CNM Username and Password". The form has two input fields: "Username:" and "Password:". Below the fields are "LOGIN" and "clear" buttons. The form is surrounded by a red border. Below the form, there is a note: "If this is your first time using my CNM, your password is your 6-digit date of birth followed by 'atCNM' (MMDDYYatCNM). You can look up your username here." There are also links for "Need to reset your Password?", "Forgot your Username?", and "Forgot your Password?". At the bottom, there is a footer with copyright information: "Copyright © 2005 - 2012 Jasig, Inc. All rights reserved. Powered by Jasig Central Authentication Service 3.5.2.1".

Go to the "Employee" tab:

The screenshot shows the myCNM website interface. The top navigation bar is yellow and contains the following tabs: Welcome, Registration, Students, My Courses, Financial Aid, Cashier, Graduation, **Employee** (highlighted with a red box), and Finance. Below the navigation bar, the main content area is divided into several sections:

- Announcements:** A section with a dropdown menu set to 'All' and the text 'You currently have no announcements.' Below it is a 'Show Hidden' checkbox.
- Password Reset:** A section with a shield icon and the text 'Reset Your Password'.
- Upcoming Events:** A section with a calendar icon and the text 'RSS Feed Central New Mexico Community College Events Calendar'. It lists several events, including 'On Campus Recruiting Event: CONVERGYS (Main Campus) (11/24/2015)' and 'On Campus Recruiting Event: LIBERTY TAX (Main Campus) (11/24/2015)'.
- Distance Learning:** A section with the text 'Distance Learning oversees the online courses taught by CNM faculty and provides resources for student success.' It lists 'CNM Learn', 'CNM Learn Support', 'Academic Testing Center', and 'DL Tutoring'.
- Contact CNM:** A section with 'Office Directory' and 'Staff Directory' links, and a note to 'Follow CNM on Facebook, Twitter, and Youtube.' Below it is a 'Campus Maps' section listing 'Advanced Technology Center', 'Main Campus', 'Montoya Campus', 'Rio Rancho', 'South Valley', 'Westside Campus', and 'Workforce Training Center'.
- Student Gmail:** A section with a 'Gmail' icon and the text 'Unable to contact remote mail server. Try again later. If problem persists, please contact Luminis Administrator.' Below it is a 'Gmail Alert' section with the text 'Attention' and 'If you are having trouble seeing your email, please use this link and login with your CNM credentials if prompted. ITS is working to resolve the problem.'
- Security & Safety Department:** A section with 'Emergency Dispatch: (505) 224-3001', 'Non-emergency Dispatch: (505) 224-3002', and 'Security Department: (505) 224-4657'. It also features an 'Attention CNM' button and the text 'Sign up for AttentionCNM alerts. Log in using your myCNM username and password, then follow the instructions to update your information.'
- Parking Services:** A section with a 'Parking Services' link.

Click on "Tax Forms":

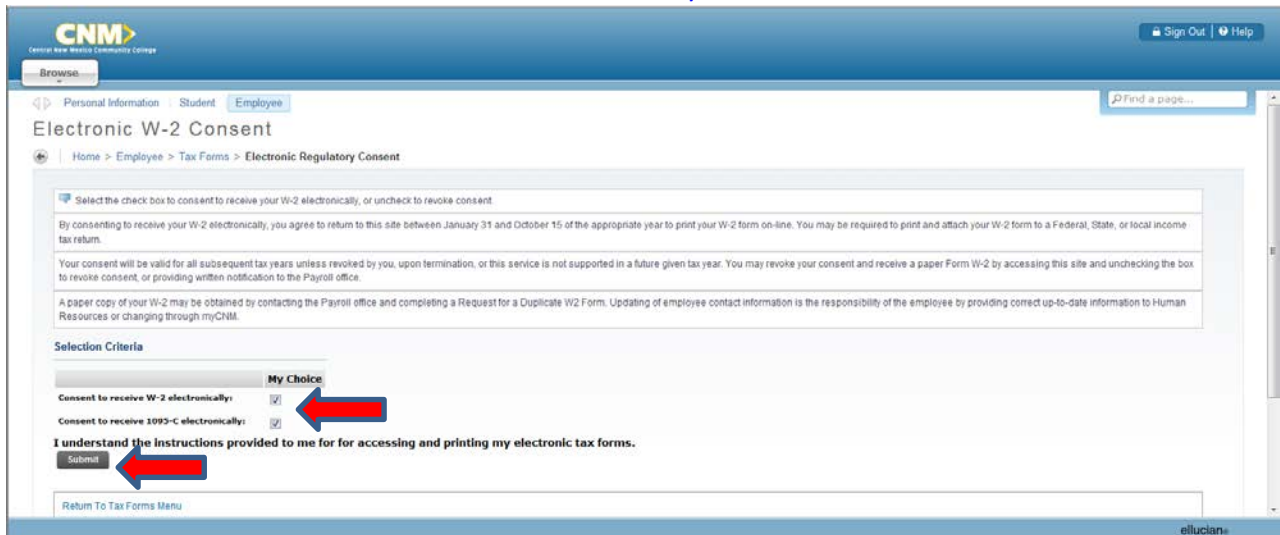
The screenshot shows the myCNM website interface with the 'Employee' tab selected in the navigation bar. The main content area is divided into several sections:

- My Records:** A section with a list of links: 'Employee Time Entry', 'Personal Information FLAC Faculty Course Acknowledgement', 'Benefits and Deductions - Retirement, health, flexible spending, miscellaneous, Benefit Statement', 'Pay Information - Direct deposit allocation, earnings and deductions', **Tax Forms - W4 information and W2 form.** (highlighted with a red box), 'Leave Balances', and 'Leave Balances'.
- Technology Services:** A section with a list of links: 'Employee Email', 'Human Resources - Online Application', 'ITS and PPD Services', 'Banner Workflow', 'CNM Dashboard Menu', 'Audio Visual Services', 'Network Files', and 'Library'.
- New and Events:** A section with a 'New and Events' icon and the text 'Welcome New Employees'. It lists several events, including 'Welcome New Employees' on 11/23/15 at 10:50 PM by BURROUGHS, CHRISTINE, 'Call for Volunteers for CNM Wellness Community', 'Artist to Discuss Large-Scale Sculpture Commemorating CNM's 50th Anniversary on Friday', and 'Idea Flow' Honors Conclusion of Water in the Desert Series'.
- CNM Talent Management:** A section with a 'Employee Learning' icon and the text 'Recruit, train, manage, develop, and empower CNM Employees throughout their entire Employment Life Cycle.' It features a circular diagram with 'CNM' in the center and 'Employee Learning' around it.
- Benefits Information:** A section with a list of links: 'NMPSIA Benefits Management', 'Cafeteria Plan Access', 'Benefits and Deductions Information', 'Employee Benefits Page', 'Deer Oaks - Behavioral health organization providing employee assistance program, psychological, and consulting services', and 'NM ERB - New Mexico Educational Retirement Board'.
- Training:** A section with a list of links: 'Employee Training', 'Time Entry for Hourly Employees', 'Time Entry for Instructional Support Staff', 'Approving Time for Hourly Employees', 'Approving Time for Student Employees', 'Leave Entry for Salaried Employees', 'Approving Leave for Approvers of Salaried Employee', and 'OnBase Training'.

Click on “Electronic Regulatory Consent”:



Check the boxes next to “Consent to receive W-2 electronically” and “Consent to receive 1095-C electronically”



Click “Submit” and then verify that your “Electronic W-2 consent was submitted successfully.”