

## MUNIS SELF SERVICE LOGIN INFORMATION

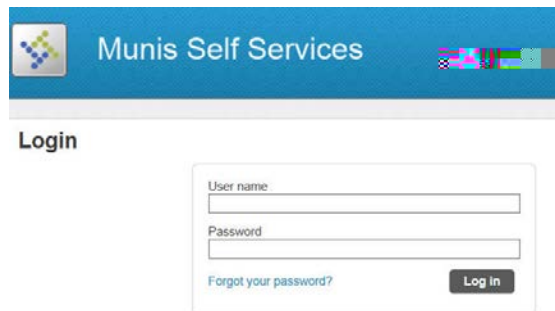
Munis works with web browsers Internet Explorer or Firefox

The Munis Employee Self Service is where an employee can manage/update all employee information, such as current address, phone number, email, etc.

1.

It is accessed by going to the:

BISD Home webpage/Staff tab/Munis Employee Self Service.



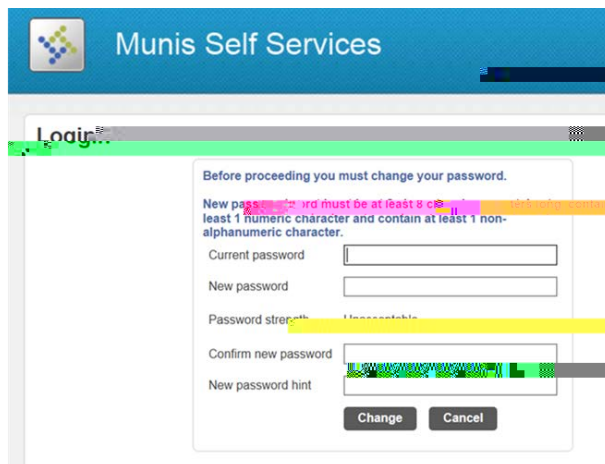
The screenshot shows the top of the 'Munis Self Services' web application. It features a blue header with the application name and a logo. Below the header, the word 'Login' is displayed. The main content area contains a login form with two input fields: 'User name' and 'Password'. A 'Log In' button is positioned to the right of the password field. A link for 'Forgot your password?' is located below the password field.

At the login screen.

The Username is the Employee's BISD ID#. (Drop any leading zeros.)

The *initial* password is the last 4 digits of your Social Security #.

2.



The screenshot displays the 'Change Password' screen within the 'Munis Self Services' application. The page title is 'Munis Self Services' and the sub-header is 'Login'. A message at the top states: 'Before proceeding you must change your password.' Below this, a note specifies: 'New password must be at least 8 characters, contain at least 1 numeric character and contain at least 1 non-alphanumeric character.' The form includes several fields: 'Current password', 'New password', 'Confirm new password', and 'New password hint'. A 'Password strength' indicator shows 'Unacceptable'. At the bottom, there are 'Change' and 'Cancel' buttons.

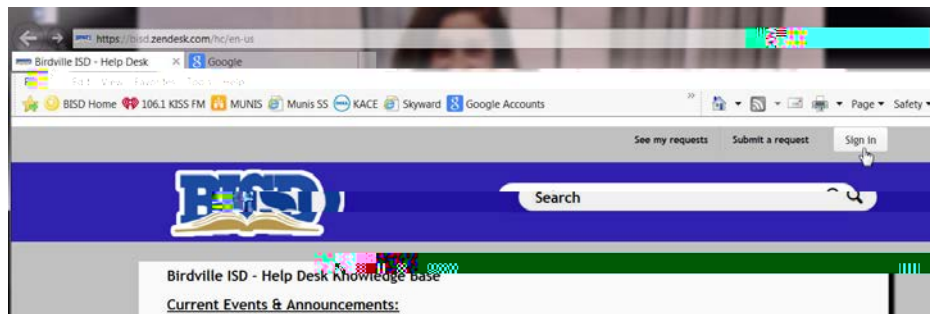
The employee is then prompted to edit this password after the initial login.

At the same time, the employee is also prompted to add a "hint" as to what the newly created password is. Should the employee forget their password for Munis Self Service, the "hint" can be retrieved on the login screen at that time.

3.

If you continue to have login/password issues please submit a service request to have it reset.

<https://bisd.zendesk.com/hc/en-us>



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