

MUNIS SELF SERVICE LOGIN INFORMATION

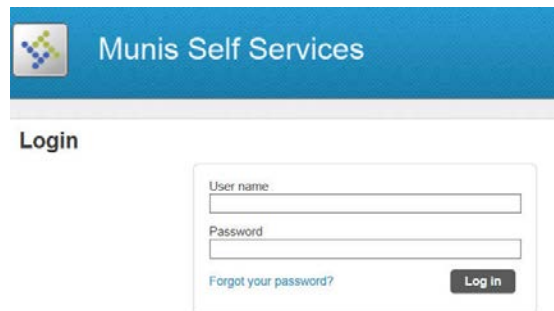
Munis works with web browsers Internet Explorer or Firefox

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.



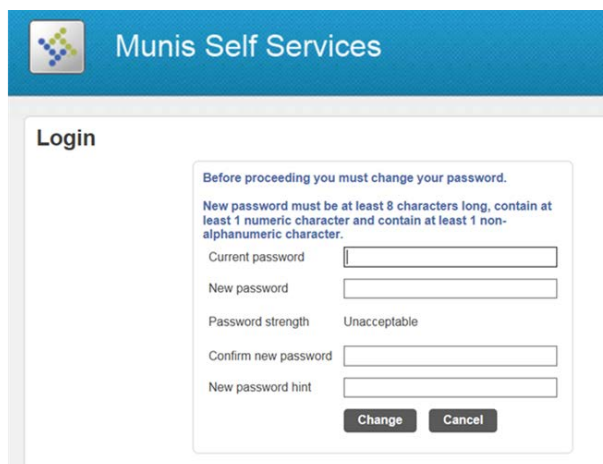
The screenshot shows the top of the 'Munis Self Services' page. It features a blue header with the 'Munis Self Services' logo and text. Below the header, the word 'Login' is displayed. The main content area contains a login form with two input fields: 'User name' and 'Password'. A 'Forgot your password?' link is located below the password field, and a 'Log In' button is positioned to the right of 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 shows the 'Munis Self Services' page with a 'Login' section. A message box is displayed, stating: 'Before proceeding you must change your password. New password must be at least 8 characters long, contain at least 1 numeric character and contain at least 1 non-alphanumeric character.' Below this message, there are several input fields: 'Current password', 'New password', 'Confirm new password', and 'New password hint'. The 'Password strength' indicator shows 'Unacceptable'. At the bottom of the form, there are 'Change' and 'Cancel' buttons.

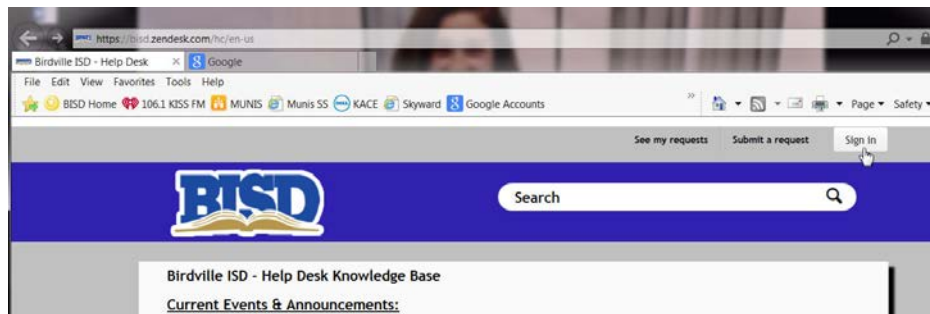
The employee is then prompted to edit this password after the initial login.

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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