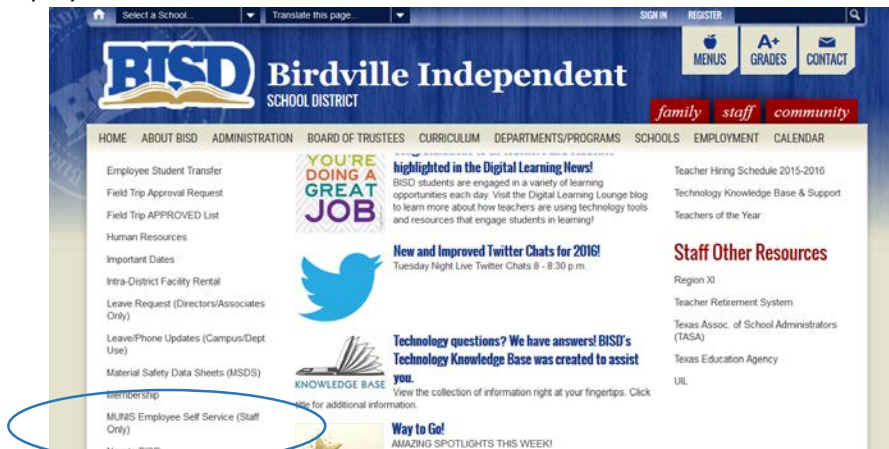


# Instructions for Logging in to Munis Employee Self Service

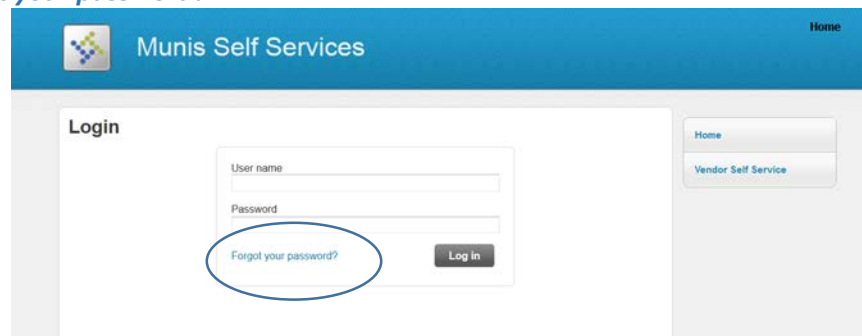
Click the red Staff tab:



Click Munis Employee Self Service:



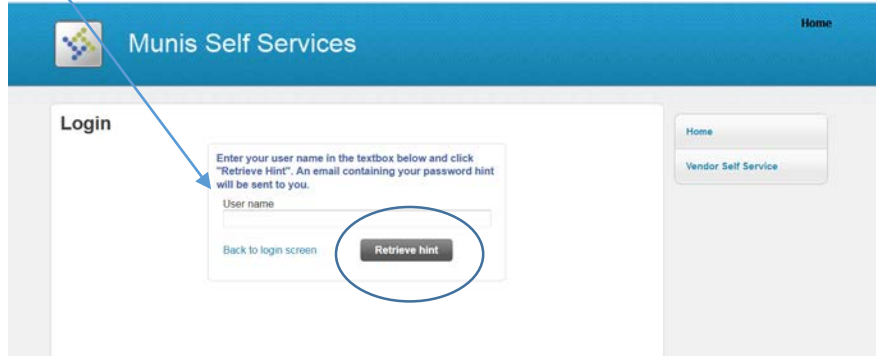
Click the "Forgot your password?" link:



## ***Instructions for Logging in to Munis Employee Self Service***

Enter your employee ID#, dropping any leading zeros. (Example if your employee ID is 00123, enter: **123** as your user name).

Click the “**Retrieve Hint**” button, which will prompt the system to send the email at the end of this message to the address on file in the system:



### **Email the user will receive**

*As requested, here is your MUNIS Self Service password hint.*

*Password Hint: **(The hint you created will be show here)**.*

*If this email message was sent to you in error, or you are still having problems logging on to the site, you can: 1) contact the site administrator, or 2) use the following link: **(reset link will be displayed here)**.*

*If the hint you created (item #1) does not help you remember your password, click on the link provided in choice #2 which will generate a temporary password to be sent to your email address. Once you receive that temporary password, you can use it to log into **Munis Self Service**. Upon successful login you will be prompted to create a new password.*

*If you continue to experience issues, or become locked out of your account, please open a **Technical Services Request (Staff Tab on the Birdville website)** to request an account reset.*