

Hello: Is Anyone There? Will We Be Able To Reach You?

If it's necessary to contact District staff during any District emergency (e.g., winter weather closings/delays), Birdville ISD uses the contact information in an employee's Munis Employee Self-Service record. To ensure that you receive all phone or text communications from the District, please verify your contact information in Munis. Simply follow these steps:

Log in to **Munis Employee Self-Service** at: <https://selfservice.birdvilleschools.net/mss>

Select "**Personal Information**" located in the list on the right side of the screen.

At top of Personal Information window, click "**Contact**".

If you wish to receive notifications via SMS/Text, please complete the following steps:

Review your Contact Information to verify it is correct. Employees will receive District-related SMS/text notifications only if the **first number (MAIN)** reflected in their record is a "**Cell**" number. Other numbers may be added to the record with other designations (e.g., Business, MISC, Main, Other), but they should not show as the first number in the record.

Last, but not least, make sure to select "**Opt in for text messages**" at the bottom of the screen, then click "Save".

MUNIS SELF-SERVICE CONTACT INFORMATION

tyler | Munis Self Service | Resources | TWEELOMRELYE

General | **Contact** | Tax form delivery

Addresses | Add new

Home Address

12345 Alpha St.
Nowheresville, TX 12345

Emergency Contacts | Add new

Joe Doe
Spouse
800-555-1212
12345 Alpha St.
Nowheresville, TX 12345

Edit | Delete

Telephones

Type
CELL

Number
800-555-1212

Description

☐ Unlisted
☒ Opt in to text messages

Save | Cancel

DOE, JANE
Employee self service
Certifications
Employee Notifications
Pay/Tax Information
Personal Information
Subscribe Teaching
Time Off