PASSWORD QUICK REFERENCE LIST

Fields listed in blue italics in the Quick Links column are live links.

SYSTEM / SUBJECT	ACCESS	USER ID	PASSWORD / PIN	QUICK LINK
ADDRESS CHANGE	▪Staff Tab ▪Munis Employee Self Serve	Employee ID# [drop any leading zeros]	Initial password is last 4 digits of ss#; employee prompted to edit after initial login	*Address Change*
AESOP [Employee Login]	▪Staff Tab ▪Staff Quick Links ▪AESOP (Sub Locator)	Employee's Phone # If employee edits contact #/user ID is updated	Original pin sent via email [may be edited by employee]	*AESOP [Sub Locator]*
Direct Deposit Notification	Notification received in BISD email account	N/A	Last four digits of ss#	*Munis Self Service*
eduphoria! ▪Forethought (C&I) ▪PDAS (HR - R. Tice) ▪Workshop (K. Waldrip)	▪Staff Tab ▪Staff Quick Links ▪Eduphoria!	Same as network login - employee ID# **or** first initial/last name	Network login password [if locked out, open service ticket]	*eduphoria!*
MUNIS Employee Self Service [manage/update all employee information]	▪Staff Tab ▪Munis Employee Self Serve	Employee ID# [drop any leading zeros]	Last 4 digits of ss#; employee prompted to edit after initial login. Link available at login to retrieve/reset password.	*Munis Self Service*
Timesheet – for Covering Unfilled Classes	▪Employment ▪For Staff ▪Timesheets [Electronic Timesheet]	Same as network login	Same as network login	*Timesheet [Electronic Timesheet]*
Timesheet - Professional Services [Subs/Part-Time Employees]	▪Employment ▪For Staff ▪Timesheets [prof services]	N/A	N/A	*Timesheet [Prof Services]*
Safe Schools Training	▪Staff Tab ▪Safe Schools Training	▪Employee ID # [drop any leading zeros]	N/A	*Safe Schools Training*
Service Ticket [Technical Services Request]	▪Staff Tab ▪Technical Services Request & Knowledge Basd	View Help Subjects **or** ▪Sign in (Top R-H Corner) ▪Submit a Request	Network Password [Same password used to log on to computer each morning]	*Technical Services Request*