

Munis Employee Self Service (ESS) Logon Entry and Password Reset Procedures

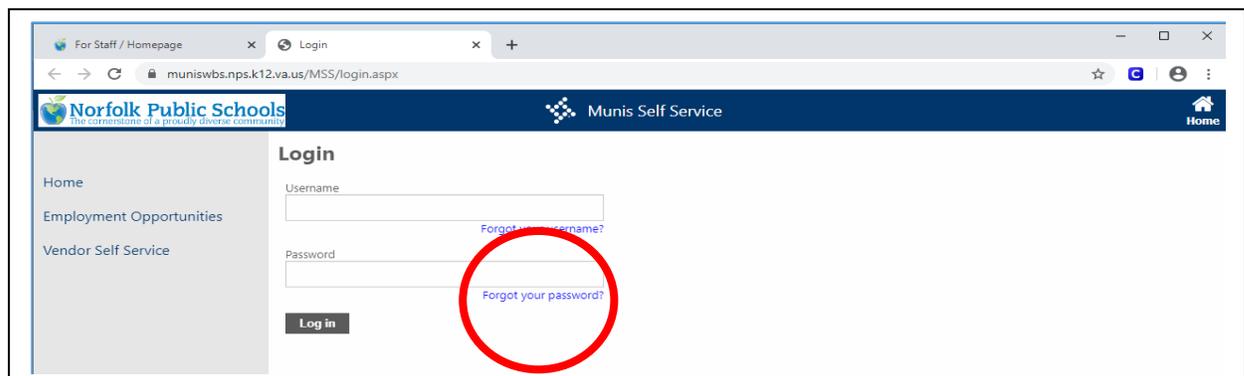
➤ Specifics for entering your Employee Self Service (ESS) LOGIN ID:

- Your Login ID is to include the **first initial of your first name, your last name and Employee ID (not your badge number)**.
- All of these values should be typed as one continuous line without any spaces (see exception below), with all alphabetic characters and as lower case.
- Here is a Logon ID example for an individual named John Smith with an employee of 12345: **jsmith12345**
- Use the Employee ID number given to you by Human Resources (it is also located on your paycheck or direct deposit advice and employee contract).
- If your last name contains any of the special characters ‘, -,’ or a blank/space, please insert any or all of those as well.

➤ Specifics for entering your Employee Self Service (ESS) Password:

- Your ESS PASSWORD consists of the last 4 digits of your SSN.
- When entering, ensure that Caps Lock and Num Lock are ‘turned’ off (turn each off via the keyboard keys).
- **If you have forgotten your password:**

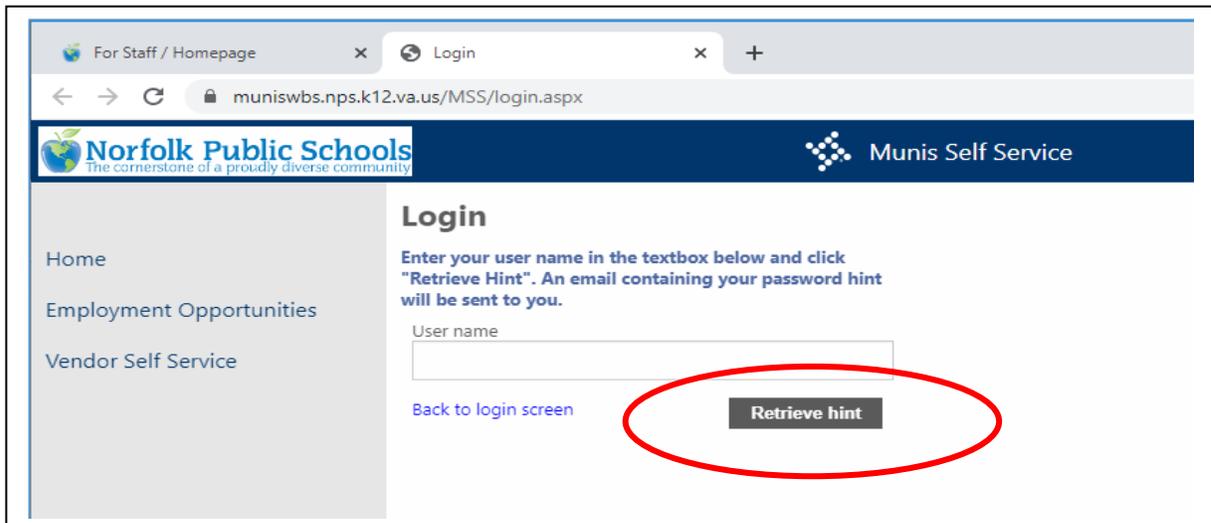
When the login screen below is displayed, **click** the **Forgot your password** question.



The screenshot shows a web browser window with the URL muniswbs.nps.k12.va.us/MSS/login.aspx. The page header includes the Norfolk Public Schools logo and the text 'Munis Self Service'. The main content area is titled 'Login' and contains two input fields: 'Username' and 'Password'. Below the 'Password' field is a 'Log in' button. To the right of the 'Username' field is a link that says 'Forgot your username?'. Below the 'Password' field is a link that says 'Forgot your password?'. This link is circled in red.

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- If you need a 'hint' remembering your password, click on the **Retrieve Hint** link and a clue regarding your password will be emailed to you.



➤ **Other Employee Self Service need-to-know items (includes **Lock Out**):**

- If you entered your password and you were **locked out**, the Lock will be removed in ten minutes.
- If you still cannot log into ESS, please contact the Helpdesk at (757) 628-3900 or Helpdesk@nps.k12.va.us.