

Quick Start Guide for New Munis Users

Welcome to Norfolk Public Schools, New Munis User!

Your Munis (Financial/HR System) account has been setup and you will receive your Munis Login Information in a Training class. Munis is a Tyler Technologies software product.

This Quick Start Guide will show you initial steps with:

- **Munis Training**
- **Munis Login Information**
- **Munis Documentation Manuals and Online Help with Content and Navigation**

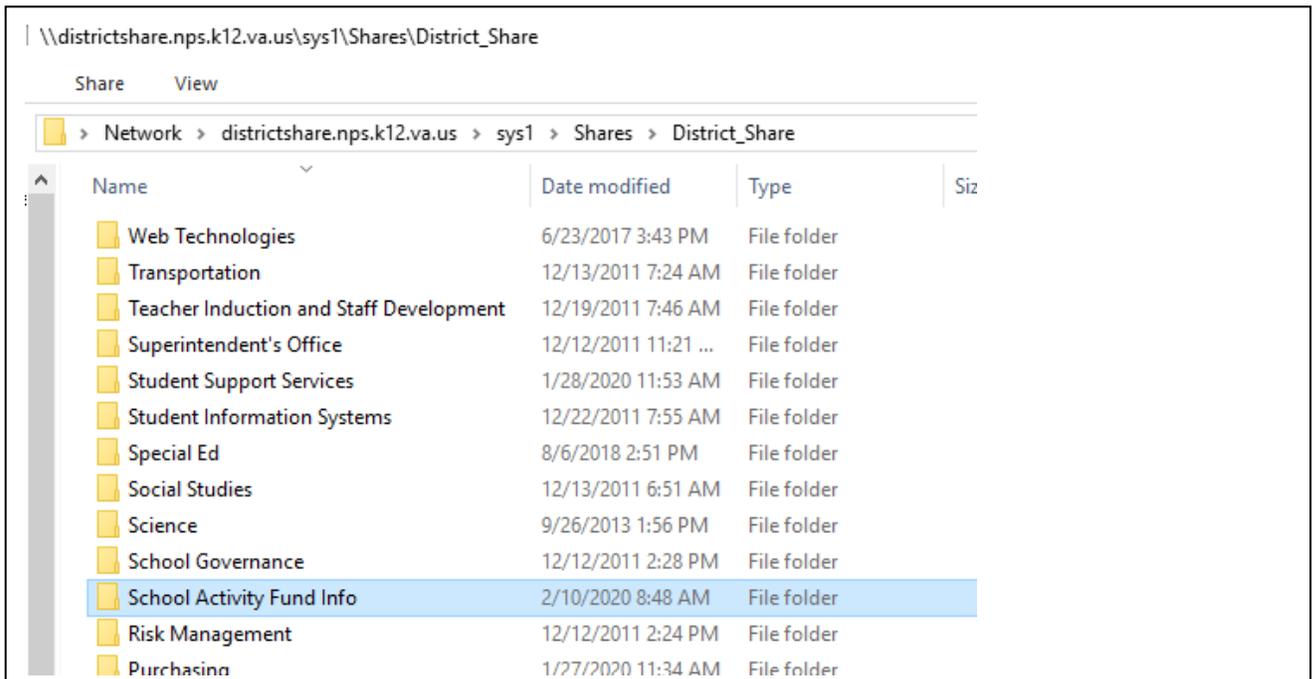
➤ Training

- **Munis Purchasing/Budget/Accounts Payable Training:**

You will receive an email from Tami Holliday in Business and Finance to register for your various Munis Training sessions.

- **Munis Student Activity Fund Training:** ([For School Office Managers](#))

Edna Felton (efelton@nps.k12.va.us) in the Student Activity office is your 'go to' for Student Activity Fund processing. She can be reached at 628-3482 x21390.



Quick Start Guide for New Munis Users

➤ **Munis Login Information**

You will receive your Munis Login Information in the Munis Training class.
While logging in, **make sure your caps lock and number lock keys are OFF.**

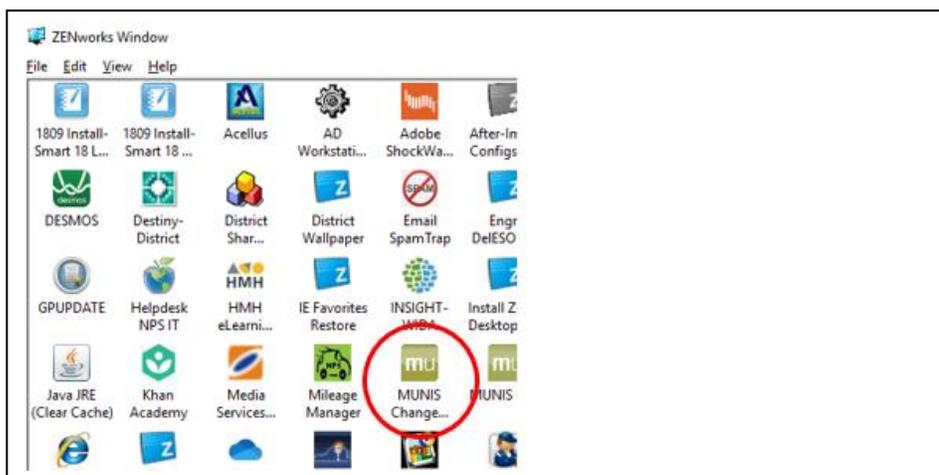
Please note the following regulations and FAQs about your password:

- **Your Munis password is confidential,** as with all passwords.
- It must be typed **EXACTLY** as shown on your letter you will receive.
- **Cut and paste does NOT work.**

- Passwords must contain characters from three of the following four categories
 - Uppercase characters
 - Lowercase characters
 - Base 10 digits (0 through 9)
 - Nonalphanumeric characters: ~!@#\$%^&* _+='\|{}[];:"'<>.,?/
- Passwords must be at least 7 characters long
- Password cannot be a previously used password

- After 3 attempts at logging in, your account will become locked, and you will need to contact the Helpdesk at 628-3900 or Helpdesk@nps.k12.va.us.
- **Your password will unlock itself in 10 minutes.**
- Every 180 days an email will be sent to you to inform you that you must change your password.
- You can change your password anytime by clicking on the Munis Password Change icon in your Zenworks box on your PC desktop/tray. **See *Picture 1*.**

(Picture 1)



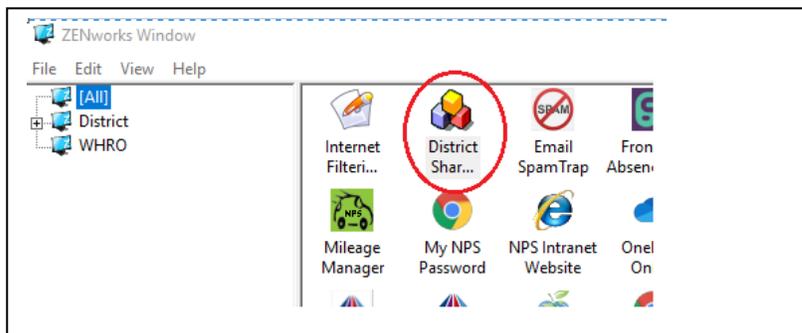
Quick Start Guide for New Munis Users

➤ Documentation Manuals and Online Help

- Downloaded Munis District Share Manuals

Navigate to \\districtshare.nps.k12.va.us\\sys1\\Shares\\District_Share using the District Share Folder icon in the ZENworks Window to view the Downloaded Munis Documentation Manuals. If you have difficulty, please ask your School Tech for help. (See **Picture 2**)

(Picture 2)

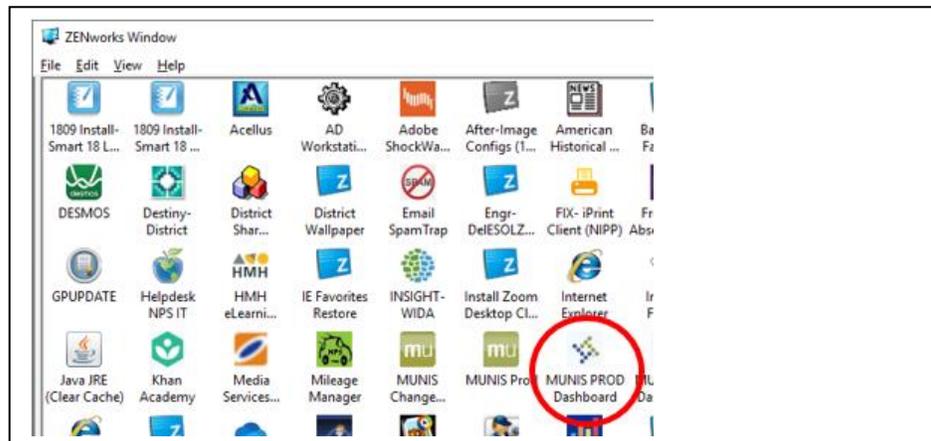


- Web based Munis Help, Documentation and Manuals

Once you start to use MUNIS, you can click on the '**Help**' menu item for help with Dashboard Contents and Navigation.

- First, Invoke the Munis Production Environment (commonly referred to as Dashboard) from ZENworks. (See **Picture 3**)

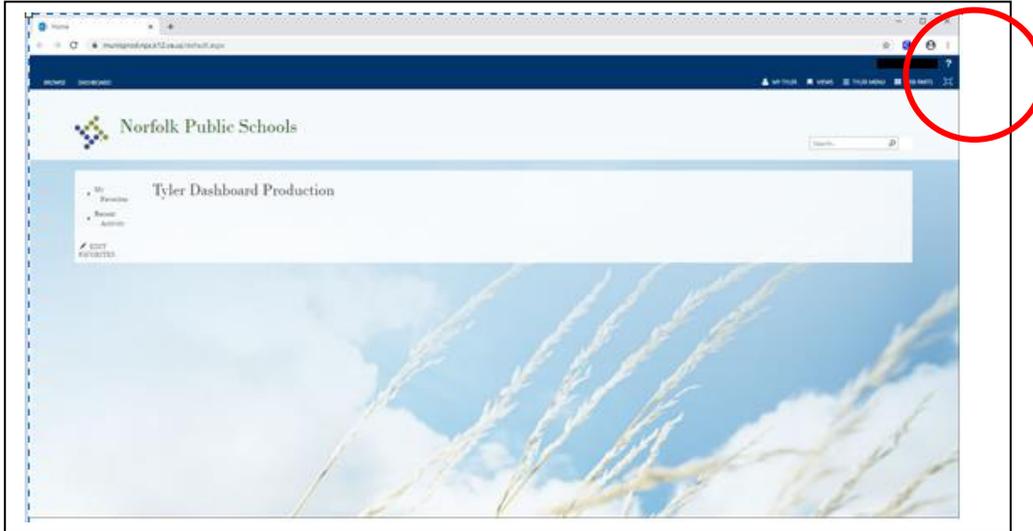
(Picture 3)



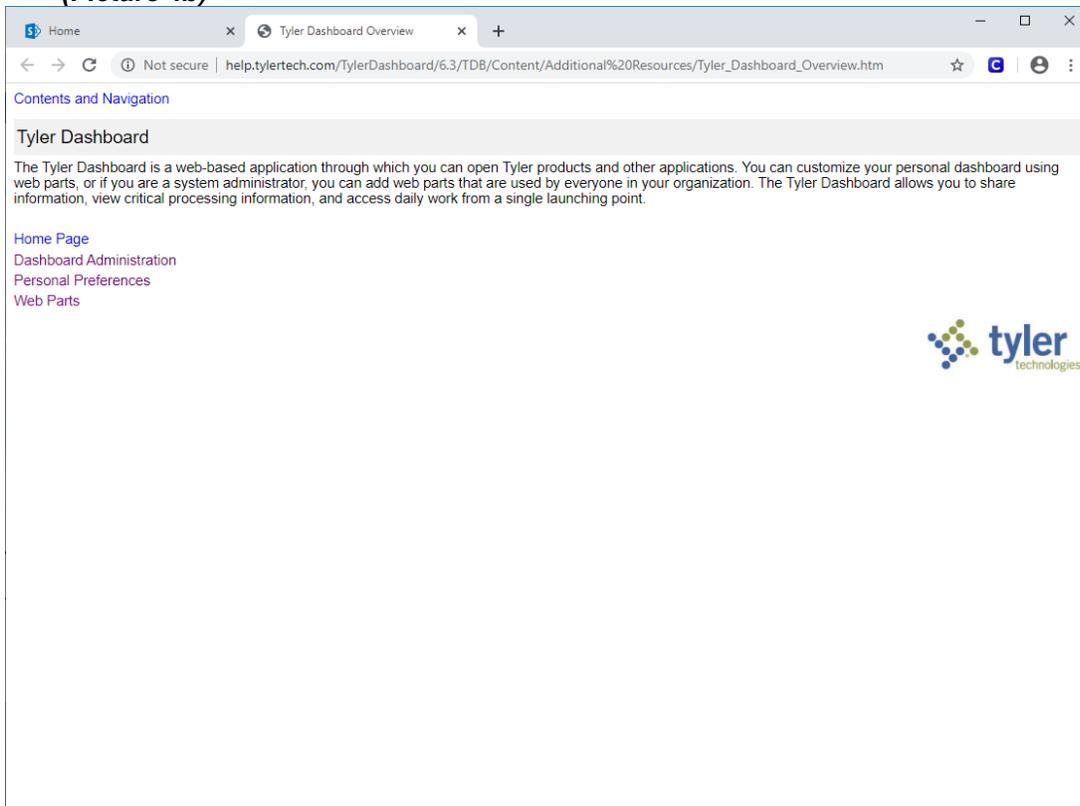
Quick Start Guide for New Munis Users

- Once you are logged onto Munis, click on the question mark at the top of the screen. (See **Picture 4a and 4b**)

(Picture 4a)

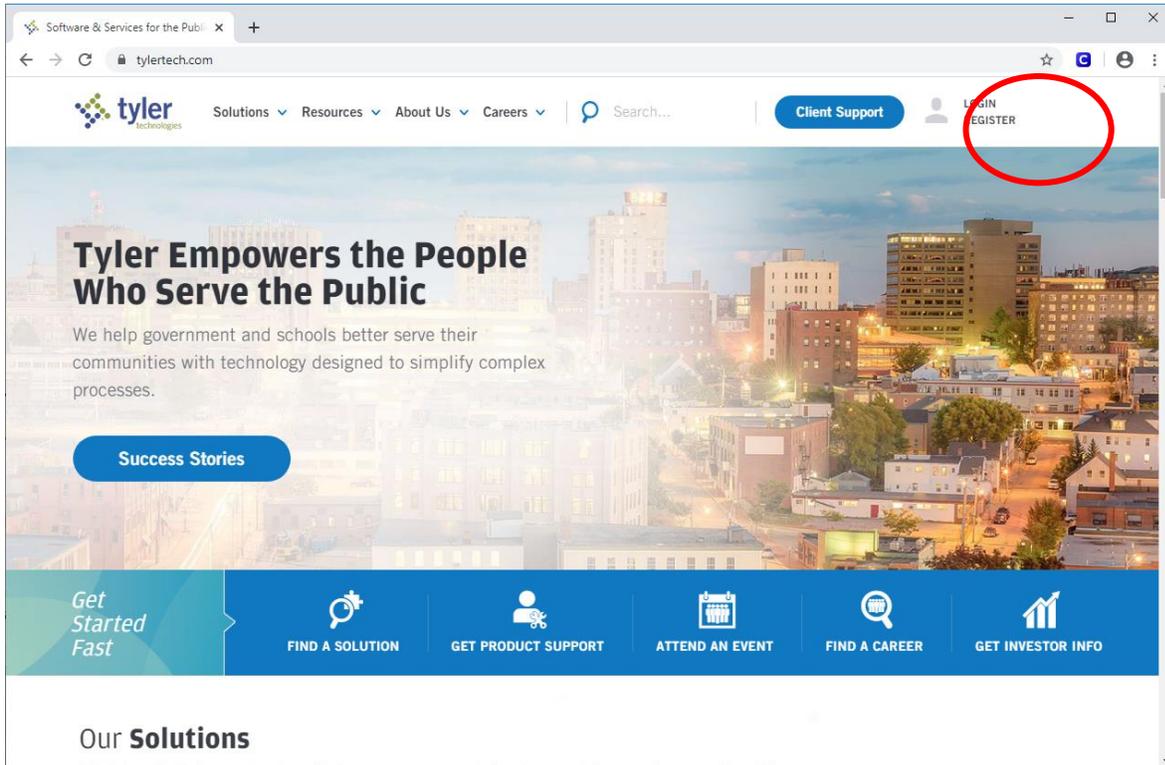


(Picture 4b)

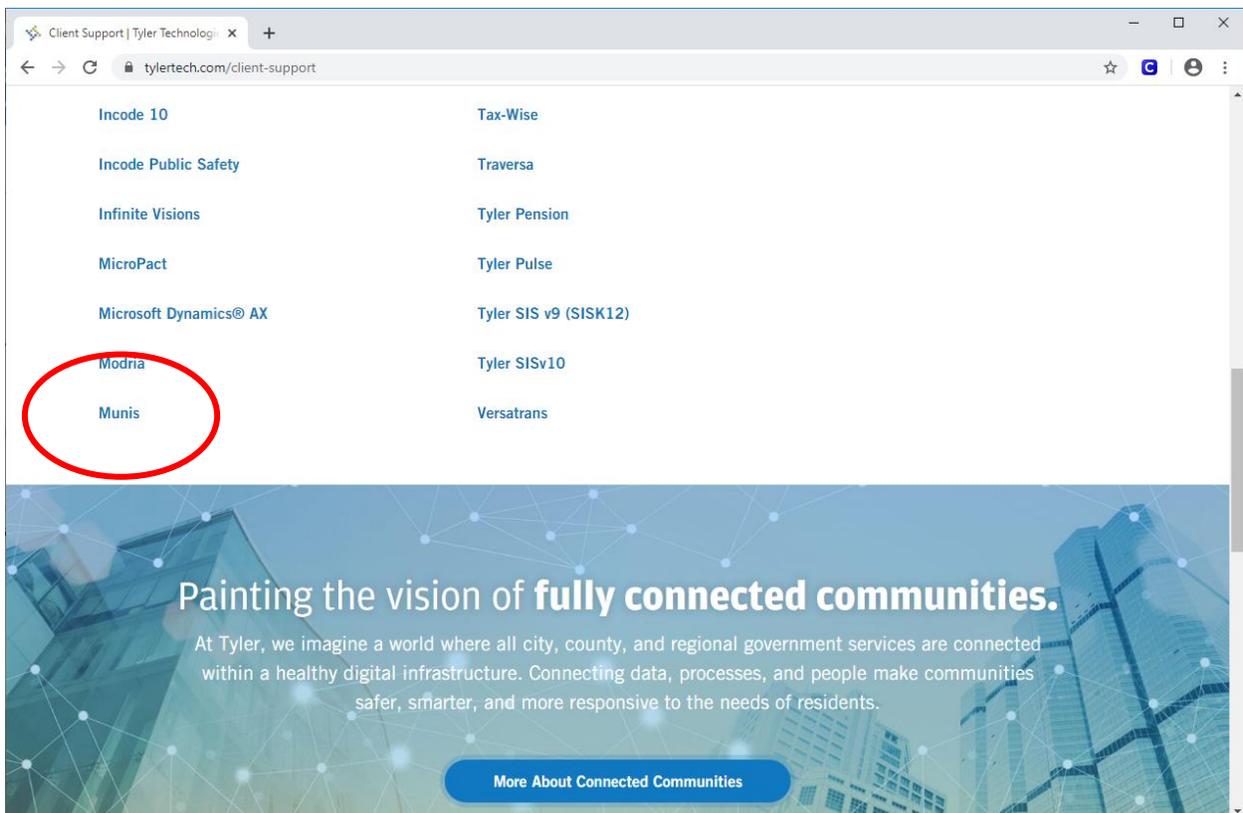
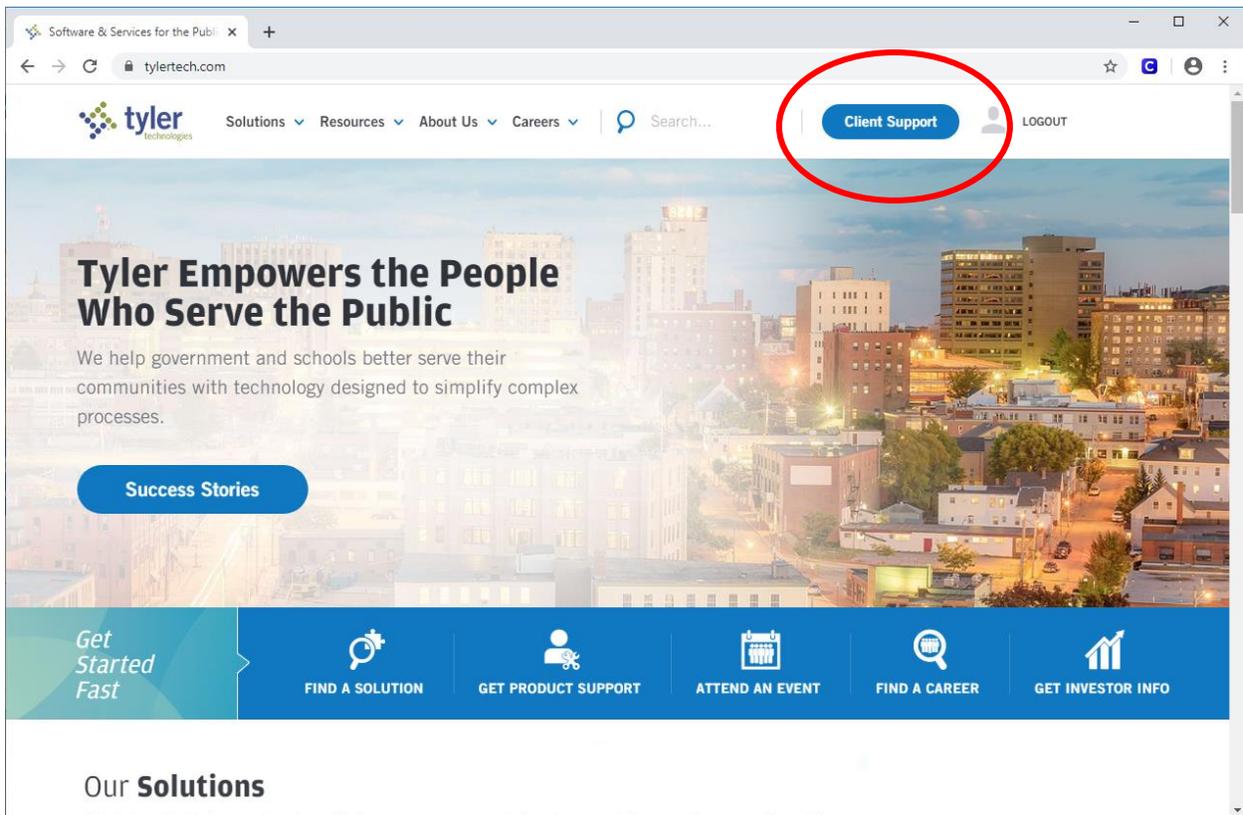


Quick Start Guide for New Munis Users

- You can also log into <https://www.tylertech.com/> and gain access to their Knowledge base. Send an email to BusinessSystems@nps.k12.va.us asking for the NPS account number in order to access the Tyler Knowledgebase. **(See Pictures below)**



Quick Start Guide for New Munis Users



Quick Start Guide for New Munis Users

The screenshot shows the 'Munis Support' page on the Tyler Technologies website. The page features a navigation bar with the Tyler logo, menu items (Solutions, Resources, About Us, Careers), a search bar, and 'Client Support' and 'LOGOUT' buttons. Below the navigation, there's a breadcrumb trail: Home > Client Support > Munis Support. The main heading is 'Munis Support' with a sub-heading 'Welcome to Munis Support. Where would you like to go today?'. The page is organized into a grid of support options, each with an icon, a title, a brief description, and a call-to-action button. The 'Munis KnowledgeBase' option is highlighted with a red circle. On the right side, there is a 'Munis Support' sidebar with contact information (PHONE: 800.772.2260), support documentation (Munis Technical Support Overview), office location (Tyler Technologies - Munis, One Tyler Drive, Yarmouth, ME 04096), and a 'SUPPORT CLOSED' section listing holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

Home • Client Support • Munis Support

Munis Support

Welcome to Munis Support. Where would you like to go today?

- Tyler Community**
Find answers, access documentation, connect with peers, and gain insight by participating in our 24/7/365 user-driven support community.
[Access Community](#)
- Tyler Search**
Tyler Search delivers relevant information fast by searching several repositories while using intelligent insights — the more you search, the more the results improve.
[Search Now](#)
- Online Support Incidents**
Online Support Incidents enable you to create, manage, and track support cases, access all support cases from one location, and search cases for common solutions.
[Learn more about this tool.](#)
[Get Online Support](#)
- Live Support**
Connect your machine or mobile device to a Munis support representative.
[Access Live Support](#)
- Online Education**
Receive half-day GoToMeeting-hosted classes. Classes are hosted live and led by Munis implementation consultants.
[Register for a Class](#)
- Munis KnowledgeBase**
Search the Munis KnowledgeBase for all product information. Our KnowledgeBase contains procedural documents, file layouts, release notes, user conference documents, and videos.
[Use the KnowledgeBase](#)
- Tyler Business Forms**
Order 100% guaranteed software compatible checks and tax forms.
- Chart of Accounts Builder**
Design and convert your chart of accounts into Munis. Your implementation project manager will provide access, as needed.

Munis Support

- PHONE**
800.772.2260
Press 3 for support
- SUPPORT DOCUMENTATION**
[Munis Technical Support Overview](#)
- OFFICE LOCATION**
Tyler Technologies - Munis
One Tyler Drive
Yarmouth, ME 04096
- SUPPORT CLOSED**
 - New Year's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Day

Quick Start Guide for New Munis Users

MUNIS KnowledgeBase Search P x +

Not secure | muniskb.tylertech.com/search.aspx

Welcome sdarden@nps.k12.va.us

KnowledgeBase

Tyler Tech Home MUNIS Support

Select a Product Suite, Module, Topic, Release, and/or enter Keyword(s) below, then click "Search"

Product Suite	Module	Topic	Release
All	All	All	All
MUNIS Financials	311 Connect	1099/W2 Year End	2005
MUNIS General Revenues	Accounts Payable	4Js Client Administration	2016.01
MUNIS HR/Payroll	Animal Licenses	Alerts and Reminders	2017.1
MUNIS Other	AR/Payment Entry	Animal Licenses	2018
MUNIS Property Revenues	Bid Management	AP Inquiry & Reports	2019
	Boat Excise	AP Invoice Processing	2020

State: All Keywords: exact phrase