



THE DISTRICT

PAYROLL DEPARTMENT

Instructions for signing on and retrieving password

Your user id is the initial of your first and last name, and your munis employee number. I.E. John Doe with employee number 98765 → JD98765

If you forget your password, click on “Forgot your password” link

Login

User name


Password

[Forgot your password?](#)

Login

Enter your user name in the textbox below and click "Retrieve Hint". An email containing your password hint will be sent to you.

User name

[Back to login screen](#) 

The Retrieve hint will send you an email.



If the password hint is not helpful, click on option 2 in your email to generate a new password.



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Wed 8/17/2016 1:27 PM

NoReply@MUNIS.com

Request Password Hint

To Lucia M. Rodriguez

As requested, here is your password hint.

Password Hint: [REDACTED]

If this e-mail 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: <https://selfservices.yisd.net/MSSTrain/PasswordRegenerate.aspx?id=4eFSI6R9bXc=&> to generate a new password.

Password Regeneration

! When you click the Submit button, a new, temporary password will be generated and sent to your personal email address. Upon first usage of the newly generated password, you will be prompted to change it. ✕

Initiate Password Regeneration

User ID: [REDACTED]



Submit

Cancel

You will receive the following email.

All Unread

By Date (Conversations) ▾ Newest ↓

Today

NoReply@MUNIS.com

Request Password Reset

As requested, here is your new MUNIS Self Service temporary password.

1:34 PM



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Copy and paste the temporary password



Wed 8/17/2016 1:35 PM

NoReply@MUNIS.com

Request Password Reset

To Lucia M. Rodriguez

As requested, here is your new MUNIS Self Service temporary password.

Temporary Password **8a}ezNp**

Use this temporary password to log onto the MUNIS Self Service website. When it is accepted, you will be immediately prompted to change it.

If this e-mail message was sent to you in error, or you are still having problems logging on to the MUNIS Self Service site, contact the site administrator.