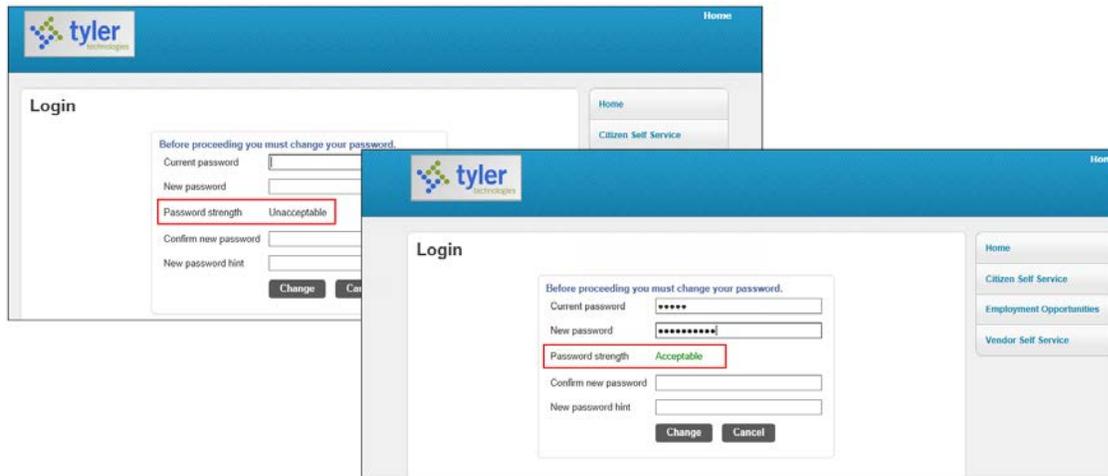# WCCUSD ESS Passwords

When you are provided an ESS user account, you will be required to change your password at your first login.

Login: Employee ID
Initial password: last 4 of social security

When you change your password, you must enter a password that is a minimum of 6 cahracters and needsto include an upper case leter, a lower case letter, a number and a chracter such as; % or $. The Change Password page indicates if the new password meets the enforcement criteria.

On the Change Password page, you must also enter a password hint. If you forget your password, click the **Forgot Your Password?** option on the Login page. This causes the application to send you an email message that contains your password hint. You will access Outlook to retreive your email reset option. Subs: *You will only receive an email if you have one on file as a sub.*
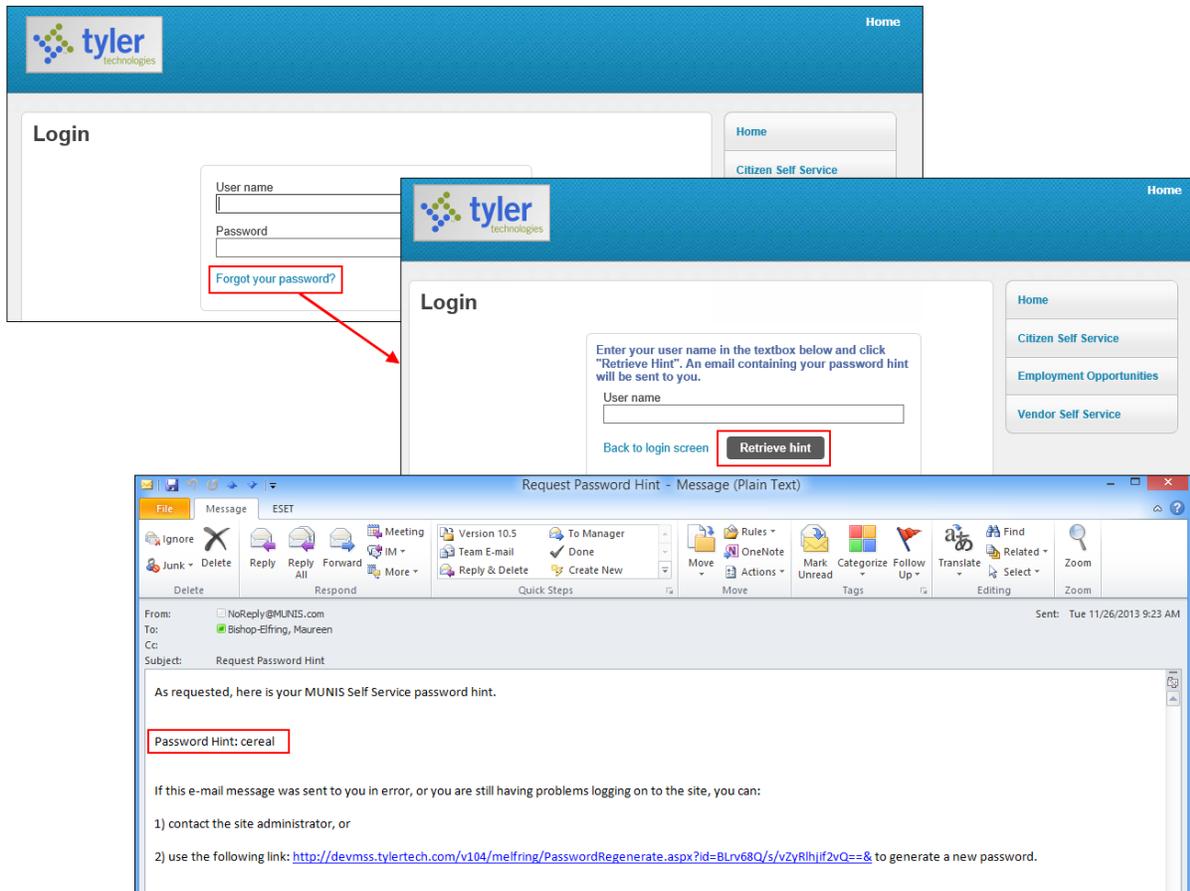
If the password hint does not cause you to remember your password, click the link in the email message to generate a new password. In this case, the Password Regeneration page displays and when you select Initiate Password Regeneration, the application sends you an email with a temporary password that you can use to log in. Subs: *You will only receive an email if you have one on file as a sub.*

Log In

tyler technologies

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: harriett.smith

[Submit] [Cancel]

Home

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Log In

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Password Regeneration

Your new, temporary password has been generated and sent to your personal email address. **Please close this browser** before retrieving that email message. Thank you.

Initiate Password Regeneration

User ID: harriett.smith

[Submit] [Cancel]

Home

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Employment Opportunities

Vendor Self Service

Request Password Reset - Message (Plain Text)

File   Message   ESET

Ignore   Delete   Reply Reply All Forward   More
Junk

Meeting   IM

Version 10.5   To Manager
Team E-mail   Done
Reply & Delete   Create New

Move   Rules   OneNote   Actions

Mark Unread   Categorize   Follow Up

Translate   Find   Related   Select

Zoom

Delete   Respond   Quick Steps   Move   Tags   Editing   Zoom

From: NoReply@MUNIS.com   Sent: Tue 11/26/2013 9:24 AM
To: Bishop-Elfring, Maureen
Cc:
Subject: Request Password Reset

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

Temporary Password Rb($;>2

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.