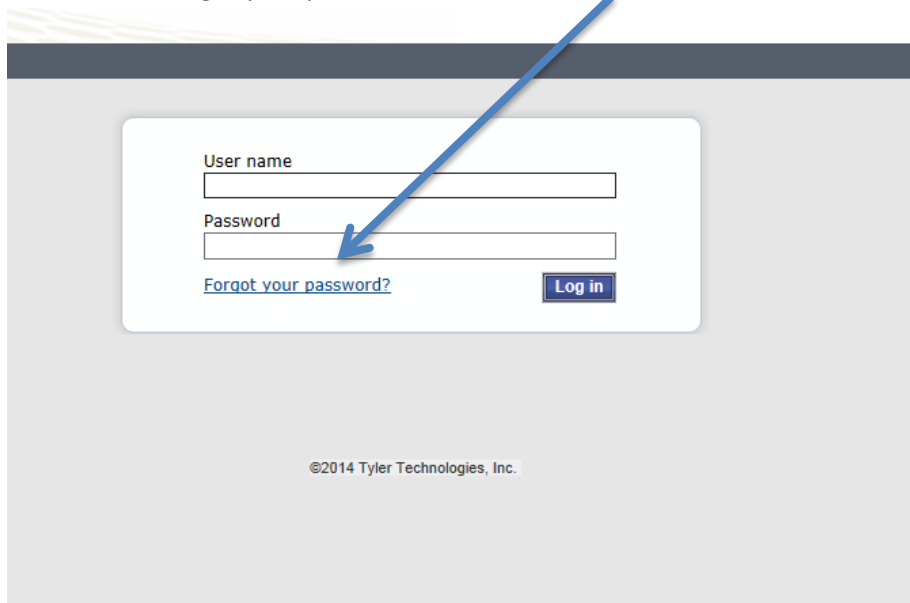


## How to Reset Password Guide for Munis ESS

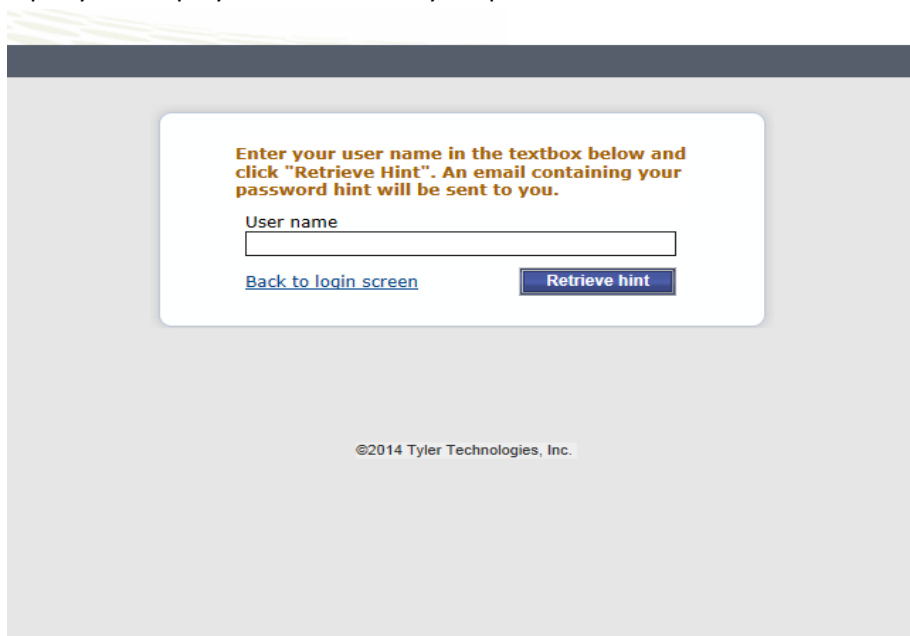
**What if I forget my password?** The system has a self-service password feature or you can email [munisproject@wccusd.net](mailto:munisproject@wccusd.net) and request a password reset. If you choose the online feature, follow this guide.

1. Choose the "Forgot your password?" link in blue.



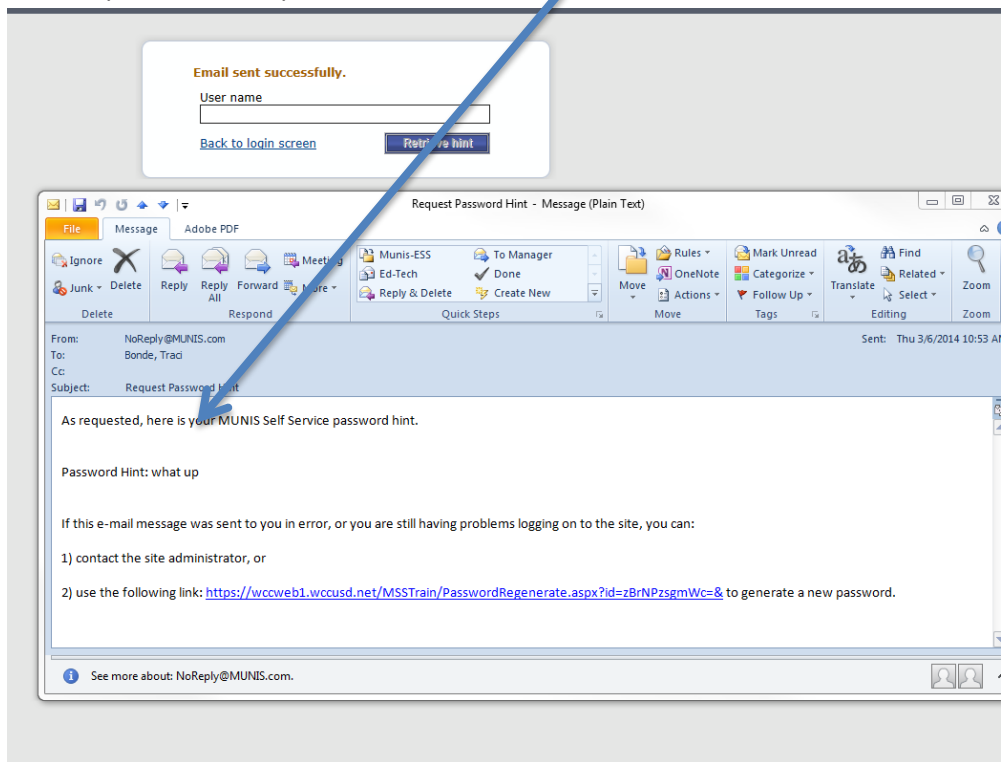
A screenshot of a web application's login page. It features a white login box on a grey background. Inside the box are two text input fields labeled "User name" and "Password". Below the "Password" field is a blue hyperlink that reads "Forgot your password?". To the right of this link is a blue button labeled "Log in". A blue arrow originates from the top right of the image and points directly to the "Forgot your password?" link. At the bottom of the page, centered, is the copyright notice "©2014 Tyler Technologies, Inc."

2. Input your Employee ID to retrieve your password hint. An email will be sent to you.

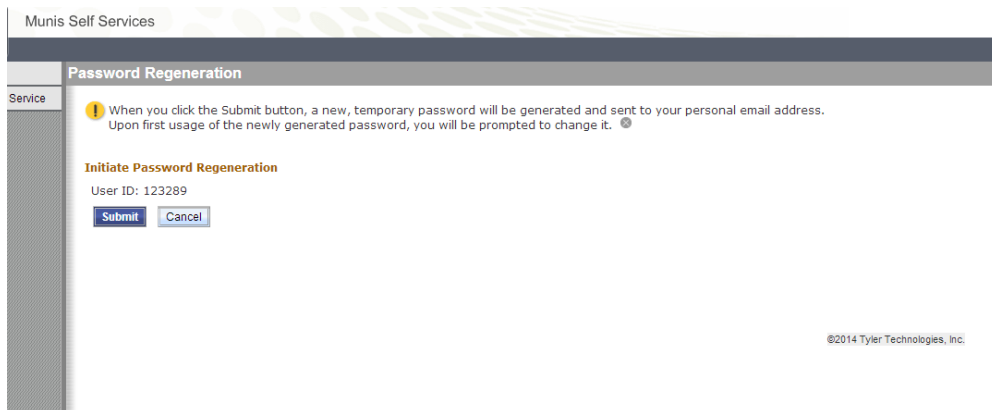


A screenshot of a web application's password hint retrieval page. It features a white form box on a grey background. At the top of the box, there is a paragraph of text in brown: "Enter your user name in the textbox below and click 'Retrieve Hint'. An email containing your password hint will be sent to you." Below this text is a text input field labeled "User name". Underneath the input field are two options: a blue hyperlink that reads "Back to login screen" and a blue button labeled "Retrieve hint". At the bottom of the page, centered, is the copyright notice "©2014 Tyler Technologies, Inc."

See sample email with password hint below:



3. If you cannot go to back to the login screen with your reminder of your password and successfully login, you will have an option to create a new password.



Munis Self Services

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**Password Regeneration**

If Service

✓ 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: 123289

See Sample email sent to you with the temporary password:

Subject: Request Password Reset

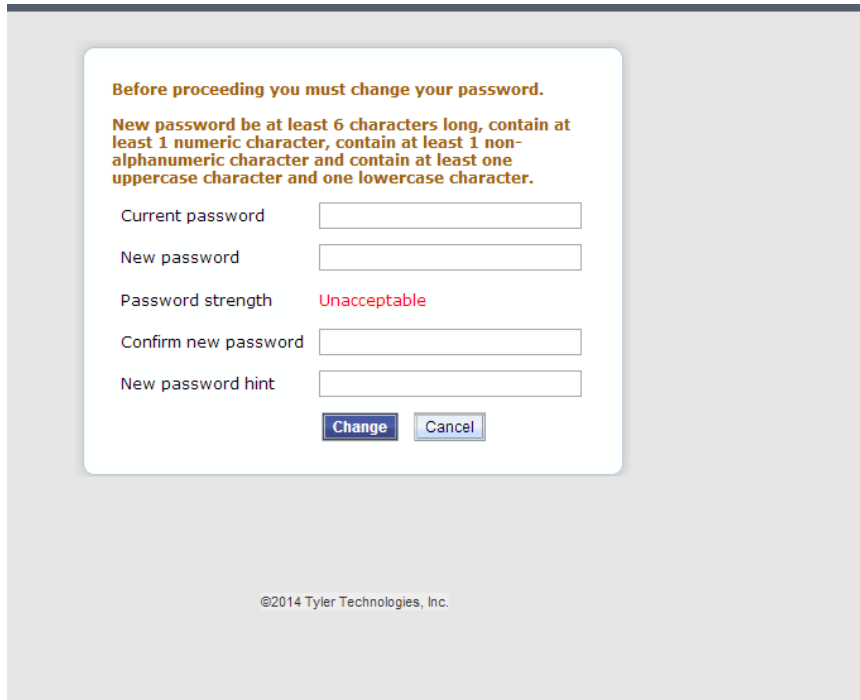
As requested, here is your new MUNIS Self Service temporary password.

Temporary Password 4yX@3l]

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.

4. After you input your temporary password, it will take you to this screen where you can create a new password. The new password will need to include a minimum of **6** characters with; *1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character such as, &,\$,@*



Before proceeding you must change your password.

New password be at least 6 characters long, contain at least 1 numeric character, contain at least 1 non-alphanumeric character and contain at least one uppercase character and one lowercase character.

Current password

New password

Password strength **Unacceptable**

Confirm new password

New password hint

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