



CALLOWAY COUNTY SCHOOLS

Munis- Employee Self Service Guide

Section 1

[Navigation and Log In](#)

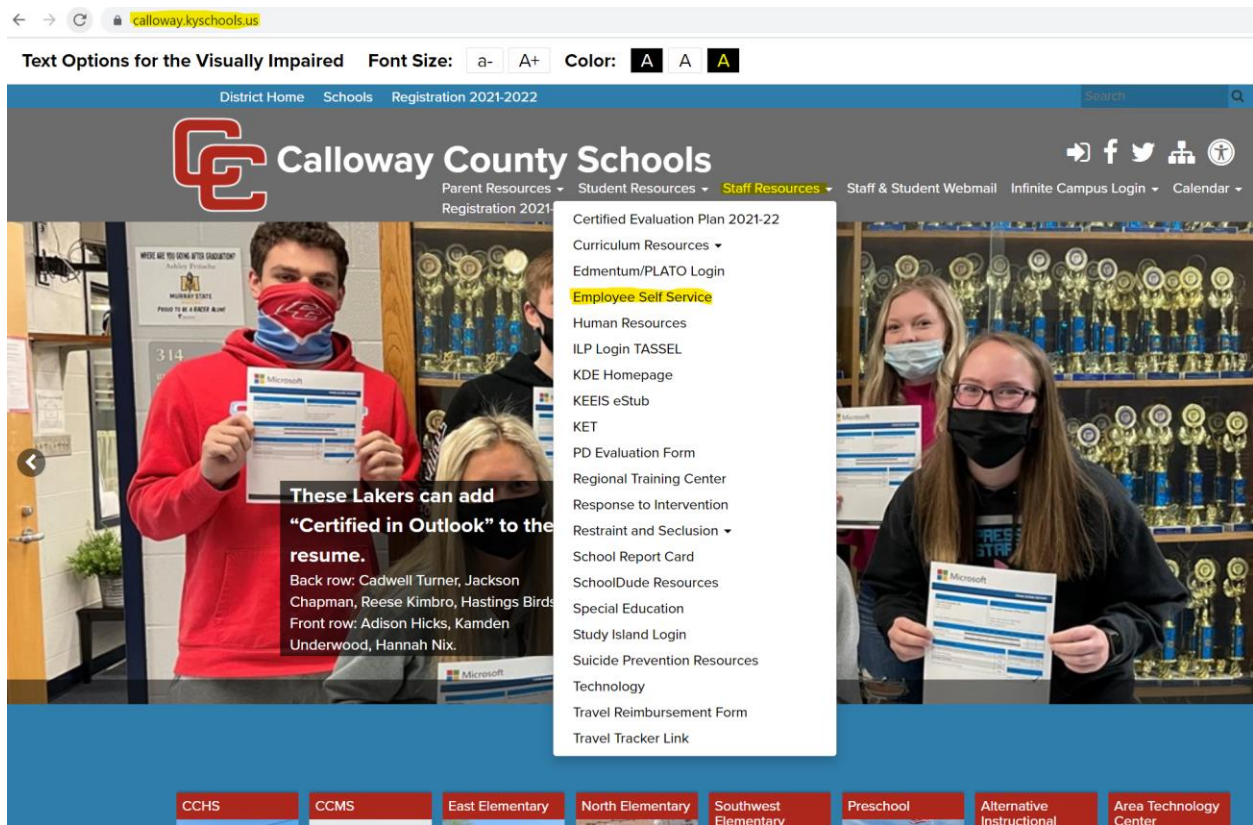
Calloway County Schools

MUNIS-Employee Self Service

Navigation/Log In

The main access point to your Calloway County Employee Self Service is throughout district website.

<http://callowaycountyschoolskyemployees.munisselfservice.com>



****Recommend adding website to your favorites. A link is also available for the "Staff Resources" drop down menu on the district website.**

***You may also access the site from a mobile version from your smartphone. (Some functionality may be limited.)**

****COMING SOON the MOBILE APP**

Some information on the mobile devices may be difficult to see.

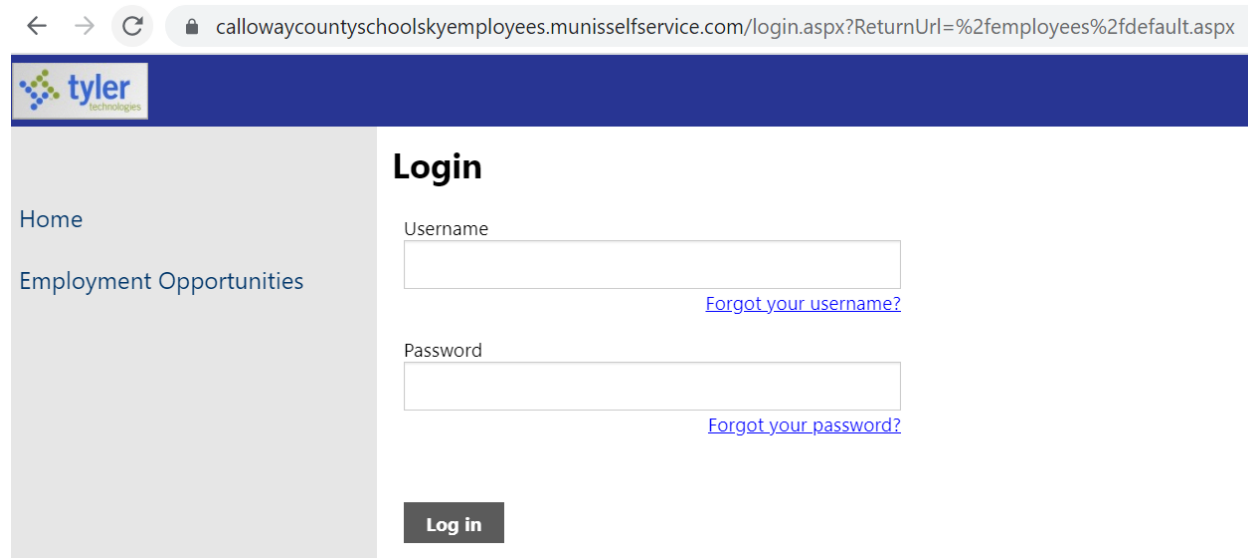
Click "Log in" in the upper right corner to enter your log in information.



LOG IN USING YOUR **EMPLOYEE NUMBER** AS YOUR USER NAME

USE YOUR LAST **4 DIGITS OF YOUR SOCIAL SECURITY NUMBER** FOR THE PASSWORD

OR A TEMPORARY PASSWORD GIVEN TO YOU BY HUMAN RESOURCES IF HIRED AFTER JUNE 30 2021



YOUR NEW PASSWORD NEEDS TO INCLUDE:

1. At Least 8 characters (9-15) is recommended
2. At least 1 upper and lowercase character
3. At least 1 numeric character
4. At least 1 special character

*Screen example only

Change Password

Before proceeding you must change your password.

New password must be at least 8 characters long, contain at least 1 numeric character and contain at least one uppercase character and one lowercase character.

Current password	<input type="password"/>
New password	<input type="password"/>
Password strength	Unacceptable
Confirm new password	<input type="password"/>
New password hint	<input type="password"/>
<input type="button" value="Change"/> <input type="button" value="Cancel"/>	

It is VERY important to take time and CHANGE YOUR PASSWORD

YOU WILL ONLY HAVE 5 ATTEMPTS AT YOUR PASSWORD BEFORE YOU ARE LOCKED OUT

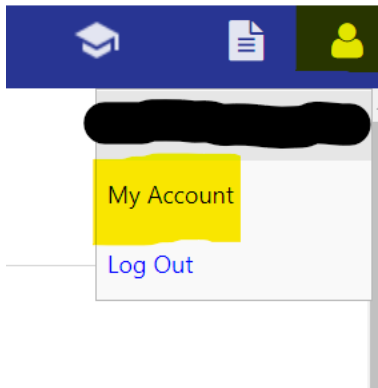
*Be sure to contact your supervisor or an individual with MANAGER rights to reset any password

You should now be at the HOME screen. Employee Self Service tab will be WHITE. This can be selected anytime to return you to your Welcome to Employee Self Service summary page.



FOR FUTURE REFERENCE YOUR PASSWORD MAY EXPIRE DURING YOUR EMPLOYMENT TIME OR IF YOU CHOOSE TO CHANGE YOUR PASSWORD AT ANY TIME

GO TO THE FAR RIGHT "PERSON" ICON AND SELCET **MY ACCOUNT**



Account Settings

Account Information

Now logged in as	[Redacted]
Last successful login	8/5/2021
Last failed login	8/5/2021
Password last changed	7/26/2021
Password expires in	3003 days Change Password
	Employee profile