PERMANENT EMPLOYEES

Employees working for Cobb County School District who have been provided with a Cobb County School District email address and network log in credentials should use these credentials to access the Munis Employee Self Service site.

USERNAME: **NETWORK BADGE ID**

PASSWORD: **NETWORK PASSWORD**

TEMPORARY AND FORMER EMPLOYEES

Employees who are working for Cobb County School District on a temporary basis, such as ASP, Lunchroom Monitors and all types of Substitutes and Supply positions and employees who no longer work for the District, should use their 6-digit employee number as their username and the last 4-digits of their social security number as their password.

Munis Employee Self Service will prompt the employee to change their password once they log into the site for the first time.

USERNAME: **6-DIGIT EMPLOYEE ID NUMBER**

PASSWORD: **LAST 4-DIGITS OF SOCIAL SECURITY NUMBER**