

Munis Employee Self Service Log in Instructions

Former Employees and Retirees

Former employees and those that have retired from a permanent position with CCSD will still have the same access to ESS and will use the following to log into ESS:

New Username: 6-Digit Employee ID # (all numbers, this is NOT your BADGE ID)

Temporary, one-time Password: Last 4-digits of social security number

CCSD Employee ID's are all numbers and are not the same as a Network Badge ID (letters and numbers). Employee ID #s are listed on employee's Earning Statements as reference.

To access ESS as a Former Employee, you will use your 6-digit Employee ID and the Temporary, one-time password noted above when you log into ESS for the first time only.

Once logged in, the system will prompt you to CHANGE that temporary, one-time password to a new password.

The employee's 6-digit Employee ID # and new password should be used to log into ESS moving forward.