

# Munis Employee Self Service Log in Instructions

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## Permanent Employees

These are employees who have been provided with a [CCSD Email address AND Network Log In](#) credentials. Network Log In Username in this case is your Badge ID, which consists of letters and numbers. This is the same log in username and password you use to access the network to perform your regular duties. Permanent employees also use their same credentials to access ESS:

**Username:** Network Badge ID (combo of letters and numbers)

**Password:** Network Password

## Supply Position Employees

These are employees actively working in positions like Supply Teachers, Supply Counselors and some Critical Need positions who have been provided with a [CCSD Email address AND Network Log In](#) credentials. These Supply position employees also use their same credentials to access ESS during the time they are actively working in these positions:

**Username:** Network Badge ID (combo of letters and numbers)

**Password:** Network Password

***NOTE: Once the Supply position ends, these employees should use the Log In instructions for a Temporary Employee noted below: 6-digit Employee ID (not Badge ID) and the new password they have chosen.***

## Temporary Employees (ASP, LR monitor, Subs, Crossing Guards)

Temporary employees are those working for CCSD on a temporary basis. For example, employees working in the After School Program (ASP), Lunchroom Monitors, Crossing Guards, Tutors and Substitute Teachers are considered temporary. Temporary employees should use the following to access ESS:

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

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

***Munis Employee Self Service will prompt the employee to CHANGE their temporary, one-time password once they log into the site for the first time.***

## Former Employees and Retirees

Former employees and those that have retired from a permanent position with CCSD will access the ESS using the following:

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

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

***Munis Employee Self Service will prompt the employee to CHANGE their temporary, one-time password once they log into the site for the first time.***