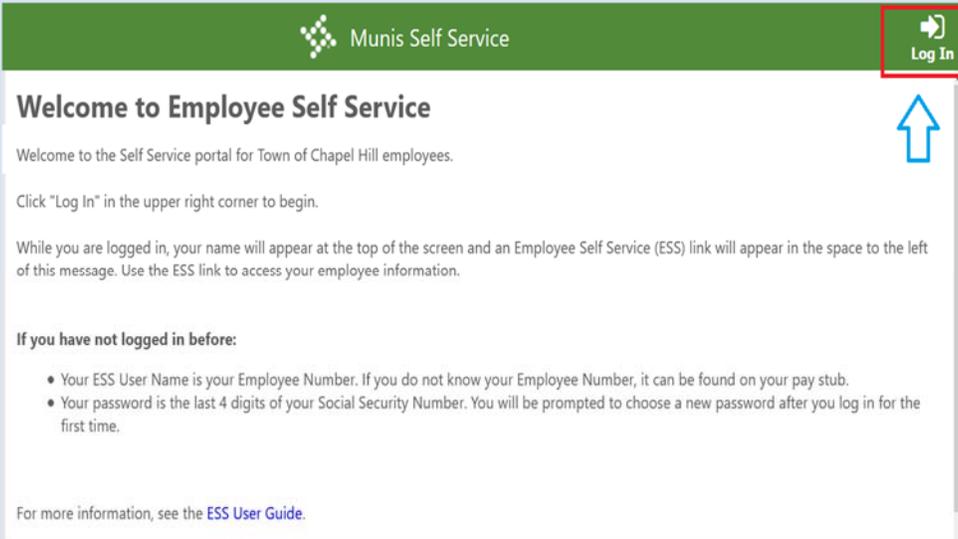
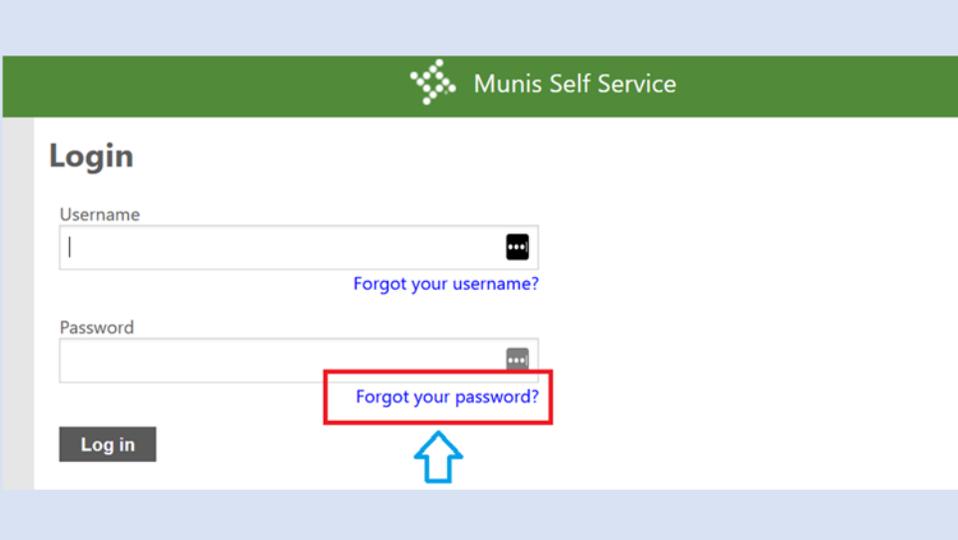
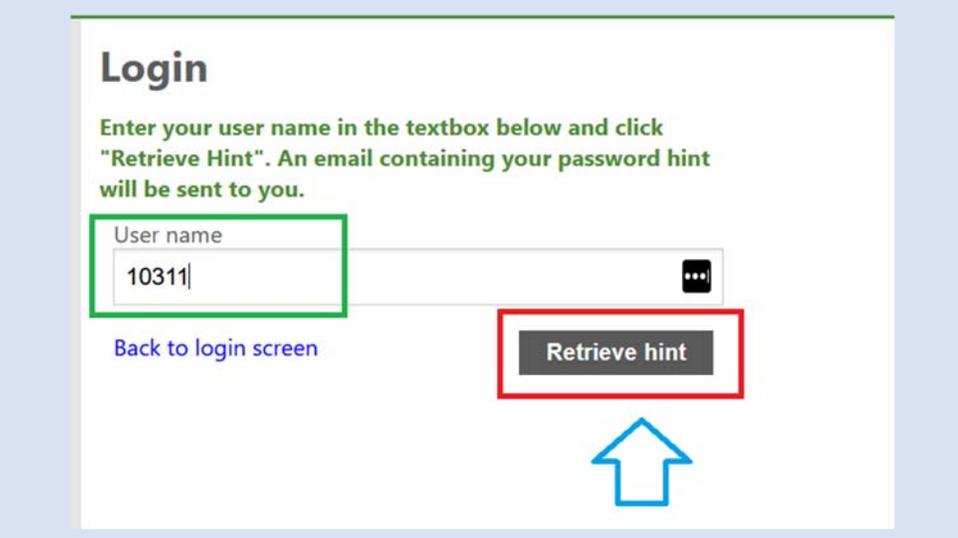


Reset Your Password in ESS

 <p>Munis Self Service</p> <h2>Welcome to Employee Self Service</h2> <p>Welcome to the Self Service portal for Town of Chapel Hill employees.</p> <p>Click "Log In" in the upper right corner to begin.</p> <p>While you are logged in, your name will appear at the top of the screen and an Employee Self Service (ESS) link will appear in the space to the left of this message. Use the ESS link to access your employee information.</p> <p>If you have not logged in before:</p> <ul style="list-style-type: none">Your ESS User Name is your Employee Number. If you do not know your Employee Number, it can be found on your pay stub.Your password is the last 4 digits of your Social Security Number. You will be prompted to choose a new password after you log in for the first time. <p>For more information, see the ESS User Guide.</p>	<p>1</p> <ul style="list-style-type: none">Click the "Log In" link at the top right of the screen.
 <p>Munis Self Service</p> <h2>Login</h2> <p>Username</p> <input type="text"/> <p>Forgot your username?</p> <p>Password</p> <input type="password"/> <p>Forgot your password?</p> <p>Log in</p>	<p>2</p> <ul style="list-style-type: none">Click the "Forgot your password?" link.
 <h2>Login</h2> <p>Enter your user name in the textbox below and click "Retrieve Hint". An email containing your password hint will be sent to you.</p> <p>User name</p> <input type="text" value="10311"/> <p>Back to login screen</p> <p>Retrieve hint</p>	<p>3</p> <ul style="list-style-type: none">Enter your User name, which is your Employee ID.Click the "Retrieve hint" button.

Login

Email sent. If you do not receive an email, contact your administrator.

User name
10311

Back to login screen Retrieve hint

4

- You will see a notification that an email was sent.
- Note: This message is displayed even if you did not enter a valid User name in step 3. If you do not receive an email try entering your User name and retrieving the hint again.

Request Password Hint

munis-notifications@townofchapelhill.org
To: Clayton Hainline

As requested, here is your password hint.

Password Hint: Password hint displayed here

If this e-mail message was sent to you in error, or you are still having problems logging on to the site, you can:

1) contact the site administrator, or
2) use the following link: <https://munisess.townofchapelhill.org/MSS/PasswordRegenerate.aspx?id=UKRnTdQfuqc=&> to generate a new password.

5

- You will receive a “Password Hint” email.
- A hint will be displayed. If it reminds you of your password, go back to ESS and log in as usual.
- If you still do not remember your password, you can click the link to reset your password.

Password Regeneration

When you click the Submit button, a new, temporary password will be generated and sent to your personal email address. Upon first usage of the newly generated password, you will be prompted to change it.

Initiate Password Regeneration

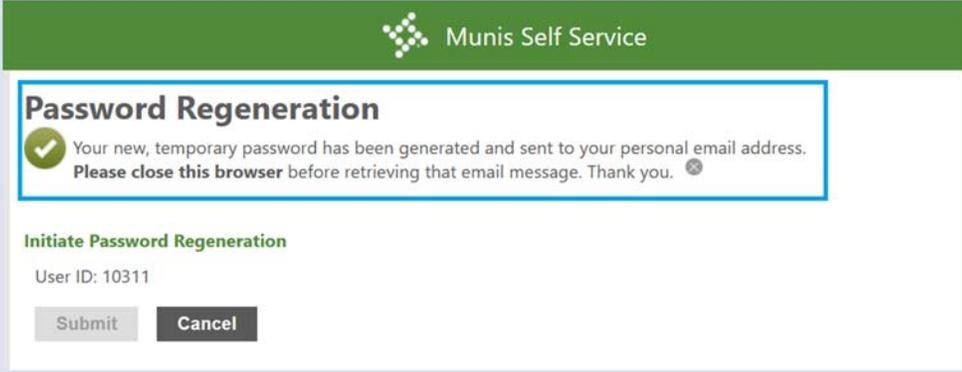
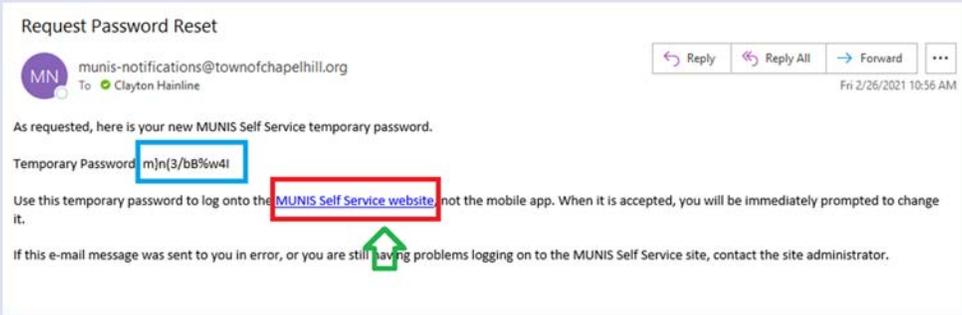
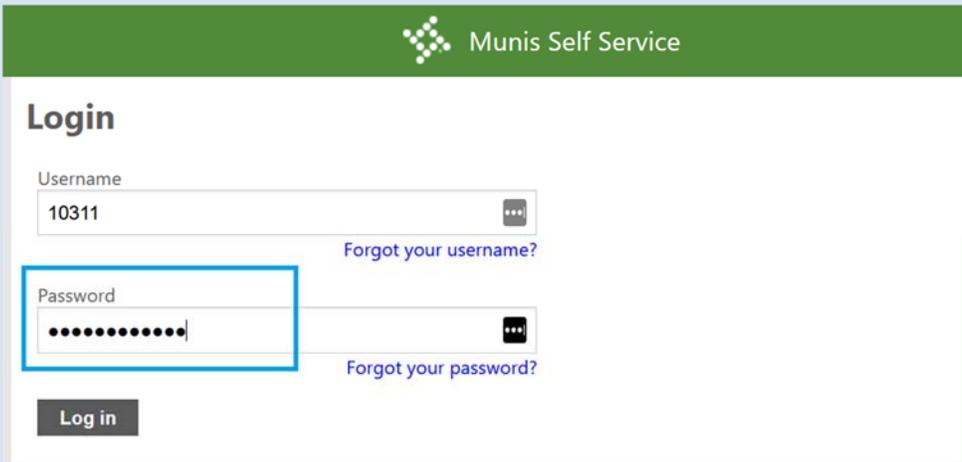
User ID: 10311

Submit Cancel

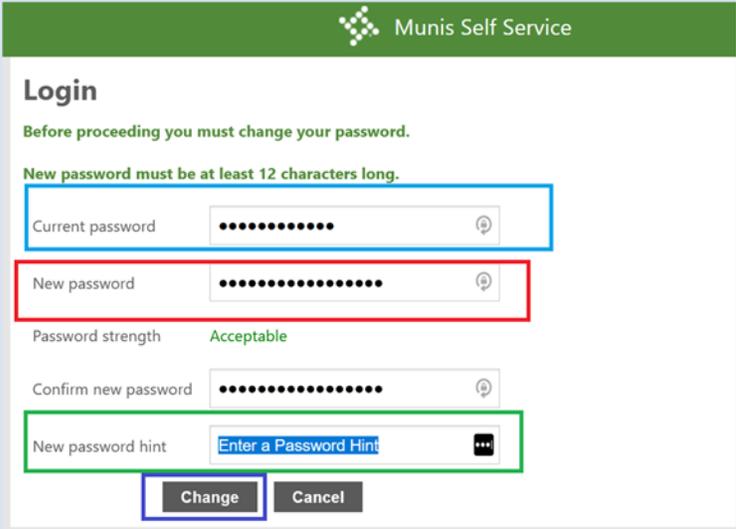
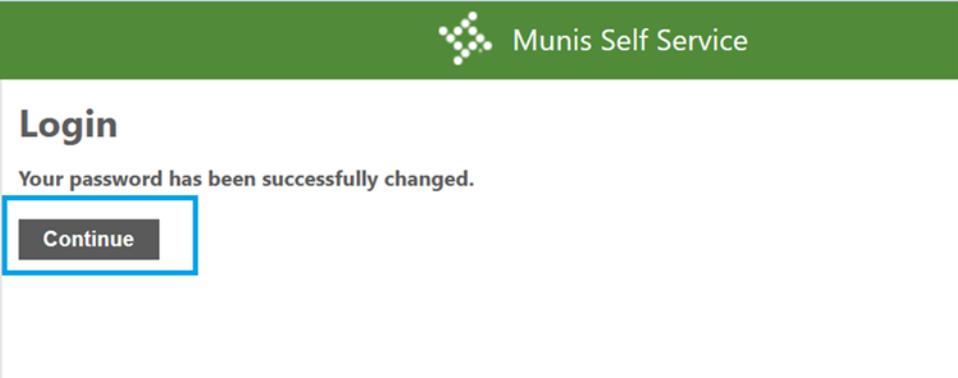
6

- If you clicked the link to reset your password, you will be taken to a Password Regeneration page.
- Click the “Submit” button to generate a new temporary password that will be emailed to you.

Reset Your Password in ESS

 <p>The screenshot shows the 'Munis Self Service' header. Below it is a 'Password Regeneration' section with a green checkmark icon and the text: '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.' Below this is an 'Initiate Password Regeneration' section with 'User ID: 10311' and 'Submit' and 'Cancel' buttons.</p>	<p>7</p> <ul style="list-style-type: none">• A confirmation will be displayed that a temporary password has been emailed to you.
 <p>The screenshot shows an email from 'munis-notifications@townofchapelhill.org' to 'Clayton Hainline'. The subject is 'Request Password Reset'. The body text says: 'As requested, here is your new MUNIS Self Service temporary password. Temporary Password: m)n(3/bB%w4l'. A blue box highlights the password. Below it, it says 'Use this temporary password to log onto the MUNIS Self Service website, not the mobile app. When it is accepted, you will be immediately prompted to change it.' A red box highlights 'MUNIS Self Service website' with a green arrow pointing up to it. At the bottom, it says '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.'</p>	<p>8</p> <ul style="list-style-type: none">• You will receive an email with a temporary password. Copy it.• Click the "MUNIS Self Service website" link.
 <p>The screenshot shows the 'Munis Self Service' header. Below it is a 'Login' section with 'Username' and 'Password' input fields. The username field contains '10311'. Below the password field is a 'Log in' button. There are links for 'Forgot your username?' and 'Forgot your password?'.</p>	<p>9</p> <ul style="list-style-type: none">• You will be taken to the Login screen.• Enter your Username.• Enter the temporary password you copied from step 8.• Click the "Log in" button.

Reset Your Password in ESS

	<p>10</p> <ul style="list-style-type: none">• You will be required to create a new password.• Enter your current temporary password.• Enter a new password, that is at least 12 characters long.• Enter a password hint.• Hit the change button to confirm the new password.
	<p>11</p> <ul style="list-style-type: none">• You will receive a confirmation that your password has been changed.• Click "Continue" to log into ESS.