

## Danville Independent Schools Employee Self Service

1. Access Employee Self-Service at: [danville.munisselfservice.com](http://danville.munisselfservice.com), or by clicking on the link under the Finance Department at <https://www.danvilleschools.net/departments/finance>:

HOME > DEPARTMENTS > FINANCE

# Finance

[Employee Self Service](#)

2. Click on the *Login* icon at the top right of the screen:



3. **User name** is the **employee's ID number**.
4. **First time users**, the **Password is the last four digits of the employee's SSN** and must be changed upon first login.
5. Forgotten password: click the blue "Forgot your password?" and enter your user name to retrieve your password hint:

### Login

Enter your user name in the textbox below and click "Retrieve Hint". An email containing your password hint will be sent to you.

User name

[Back to login screen](#)

[Retrieve hint](#)

6. User will receive an email with subject, "Request Password Hint." If the hint is not helpful, the same email provides a link (see item 2) to generate a new password.

**noreply@tylertech.com**

As requested, here is your password hint.

Password Hint: [Your Hint 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://danville.munisselfservice.com/>.... to generate a new password.

**NEED HELP?** Please contact an ESS administrator: [Kelly.Cress@Danville.kyschools.us](mailto:Kelly.Cress@Danville.kyschools.us), or [Jamie.Maupin@Danville.kyschools.us](mailto:Jamie.Maupin@Danville.kyschools.us)