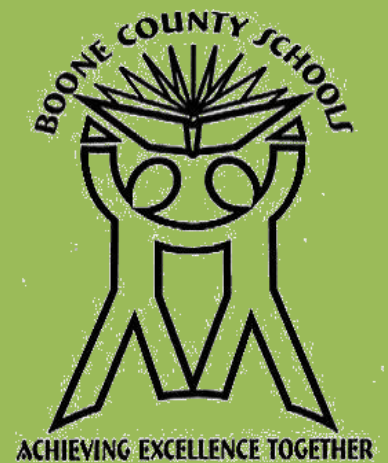


MUNIS Employee Self Service



Boone County Schools is pleased to offer MUNIS Employee Self Service – a web-based application that provides employees the ability to monitor their personal and employment information.

How do I access MUNIS Employee Self Service?

- 1. Boone County website
- 2. Under Quick Links on the left
- 3. Click Employee Self Service

Or just type in the following address: <https://boone.munisservice.com/login.aspx>

4. **User Name:** 6 digit employee #
First time user password: last 4 digits of Social Security Number
Returning user password: whatever you set your password to be

Login

The screenshot shows a login form with two input fields: 'User name' and 'Password'. Below the fields are a link for 'Forgot your password?' and a 'Log in' button. A callout box from step 4 points to the 'User name' field, and another callout box from step 5 points to the 'Log in' button.

5. Click Log In

6. When you first log in the first time, you will be asked to change your password.

7. Current password:
Last 4 digits of SSN (first time user)
or the password you created
(returning user)

8. Enter new password you want
to use and enter a hint in case
you need a reminder for that
password

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Before proceeding you must change your password.

Current password: [password field]
New password: [password field]
Password strength: Acceptable
Confirm new password: [password field]
New password hint: [text field]

Change Cancel

Use a password that you will remember. Your password needs to be kept confidential. Do not give out your password. Doing so would provide that person the opportunity to access your information. It is your responsibility to keep your password safe.

How do I change my password?

- Click your name in the upper right corner
- Click My Account
- Click Change Password

Click Employee Self Service to see the following information:

- Certifications
- Pay/Tax Information
- Personal Information
- Substitute Teaching
- Time Off

Need Help? Contact the appropriate individual/department below:

- *Can't get logged in:*

Click the *Forgot your password?* link on the log in screen.

If that doesn't work, contact Ruby Hammons at

ruby.hammons@boone.kyschools.us

- *Personal Information is not correct (name, address, phone #, etc.):*

Contact Human Resources

- *Payroll Information is not correct:*

Contact Finance