

YOU@LEARN - EMPLOYEE SELF SERVICE GUIDE

INTRODUCTION

You@LEARN is the Munis® Employee Self Service application created specifically for current employees. ESS accesses information from, and stores information in, the Munis Human Capital Management programs.

For employees, You@LEARN currently provides access to personal information and pay and tax information.

You@ LEARN USERNAME AND PASSWORD

Link to Employee Self Serve Home Page: [Employee Self Serve Home Page](#)

1.) Log In Instructions

- a. Click “Log In” in the upper right-hand corner of this screen.
- b. Use your FirstInitial and LastName for your login All Caps (Ex. J. Doe would be JDOE)
- c. Your password is the last four digits of your social security number.
- d. If your password does not work, move to Step 2.

2.) Password Reset

- a. Click on “[Home](#)”
- b. Click “Log In” in the upper right-hand corner of this screen.
- c. Click on “Forgot your password?”
 - i. Enter your Username (first initial last name i.e.: *jdoe*), and then click on retrieve. If you receive an error message, proceed to Step 3 to reset your UserName.
- d. For those who have previously set up a password:
 - i. You will receive an email from noreply@learn.k12.ct.us, with the subject line with “As requested, here is your password hint.”
 - ii. This email will include a password hint if you previously set up your password.
- e. For those who are logging in for the first time,
 - i. Click on the link in the Email’s item 2 to generate a new password.
 - ii. Click on that link, and you will be taken back to Employee Self-Serve.
 - iii. The screen will now show your username and a link to generate a new password by clicking on the submit button.
 - iv. You will get another email from noreply@learn.k12.ct.us which will include your temporary password and a link to the portal
 - v. Click on that link to log into the portal
 1. Enter username (first initial last name)
 2. Enter the temp password
 3. Click “Log in” button
 4. Once you log in with the temporary password, you will be forced to change it.
 - a. Enter the “Current password” (the temporary password)
 - b. Enter the New password (this will have to be a complex password, or the system will not let you use it)
 - c. Confirm new password
 - d. New password hint
 - e. And then click the “change” button
 - f.

3.) Username Reset

- a. Send an email to LEARNHRDept@learn.k12.ct.us for advanced assistance for your login.

You@ LEARN M EN US

The home page of the ESS application displays personal information, organizational announcements, time-off, and pay details. If you are a supervisor, the page displays time-off details for all employees who report to you. The Home page also provides a menu of the various options available within ESS. Available options on the ESS menu are Payax Information, Personal Information and Time Off.

PAY/TAX INFORMATION

Pay/Tax Information provides current payroll and payroll history details.

PERSONAL INFORMATION

When you click Personal Information on the menu, ESS displays your personal information

TIME OFF

The Time Off section displays your vacation, sick, and personal time-off. The page also displays the time-off that you have taken.

You cannot currently update any information on the You@LEARN application. To update any information, including your tax forms, email [LEARNHRDEPT@LEARN.K12. CT.US](mailto:LEARNHRDEPT@LEARN.K12.CT.US).

