



# Update Address in Employee Self -Service (ESS)

Employee Self Service (ESS) serves as a convenient and efficient hub for personnel to access essential information and manage their employment details. Follow the steps below to login and update your address.

Once login credentials have been established using a District computer ESS can be accessed through the Employee Link Hub > Quick Link> Employee Self Service

or

Through the Employees [site](#) > Employee Quick Links > My ClassLink Portal once in the portal, locate and select the Self Service icon.



The first-time accessing Employee Self Service, a secondary email will be required for authentication. Once the email is setup in ESS, a security code will be emailed to that email account to provide a security code for login.

The ESS username is first.lastname without the @fwsd.org.

Enter the network password previously setup.

Munis Self Service

Home

## Login

Your login attempt has failed. Please try again.

Username  
JOHN.SMITH|

Password  
Enter network password here

LOG IN

**To update an address:**

Click on **Personal Information**

Munis Self Service

### Personal Information

Home  
Employee Self Service  
Employee Notifications  
Pay/Tax Information  
**Personal Information**  
Job Information

GENERAL CONTACT

Alternate email address: John.Smith@gmail.com  
Hire date: 01/31/2023  
Primary location: 01/31/2023  
District location: 01/31/2023  
Check location: 01/31/2023  
District location: 01/31/2023

Name: SMITH, JOHN  
Employee ID: 100000  
SSN: XXX-XX-XXXX  
Active status: ACTIVE  
Personnel status: FULL TIME EXEMPT

Supervisor: Supervisor Name  
Supervisor email: Supervisor.Name @fwisd.org

Click on **Contact**

Munis Self Service

### Personal Information

Home  
Employee Self Service  
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Pay/Tax Information  
Personal Information  
Job Information

GENERAL CONTACT TAX DELIVERY OPTIONS

Addresses

Home Address: 7060 Camp Bowie Blvd.  
Fort Worth, Texas 76116

**EDIT** + ADD NEW

Click on **Edit** under Address

Enter updated address

Click **Save**

Logout of ESS

Munis Self Service

### Personal Information

Home  
Employee Self Service  
Employee Notifications  
Pay/Tax Information  
Personal Information  
Job Information

GENERAL CONTACT

Addresses

Address: 7060 Camp Bowie  
Address line two:  
City: Fort Worth  
State: TX  
Zip code: 76116

**SAVE** CANCEL

**Should ESS assistance be needed**

ESS Technical Help 817-814-2270

Employee Records 817-814-2760

Payroll 817-814-2180