

How to Log on to Employee Self Service

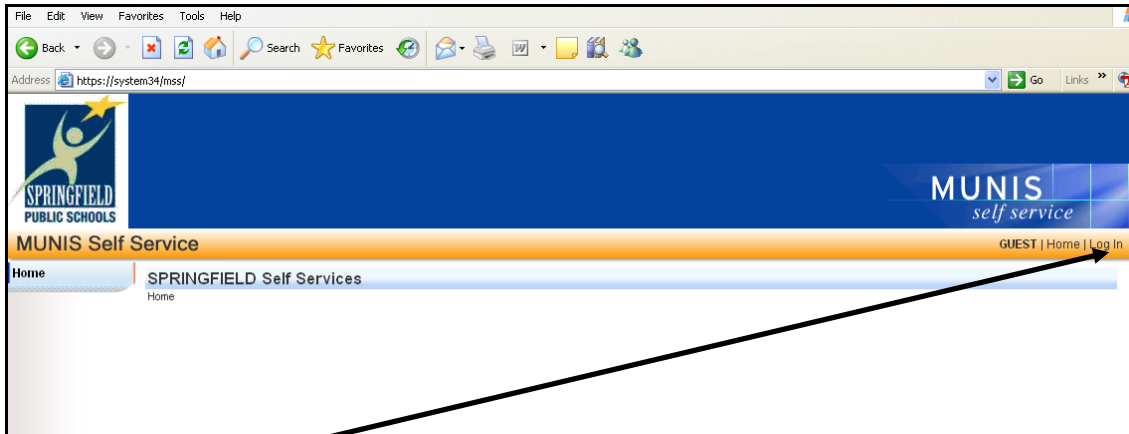
Employee Self Service (ESS) gives the employees the ability to monitor and maintain their personal and employment information such as:

- Personal Information
- Pay/Tax Information
- Time Off (absences)
- Training Opportunities

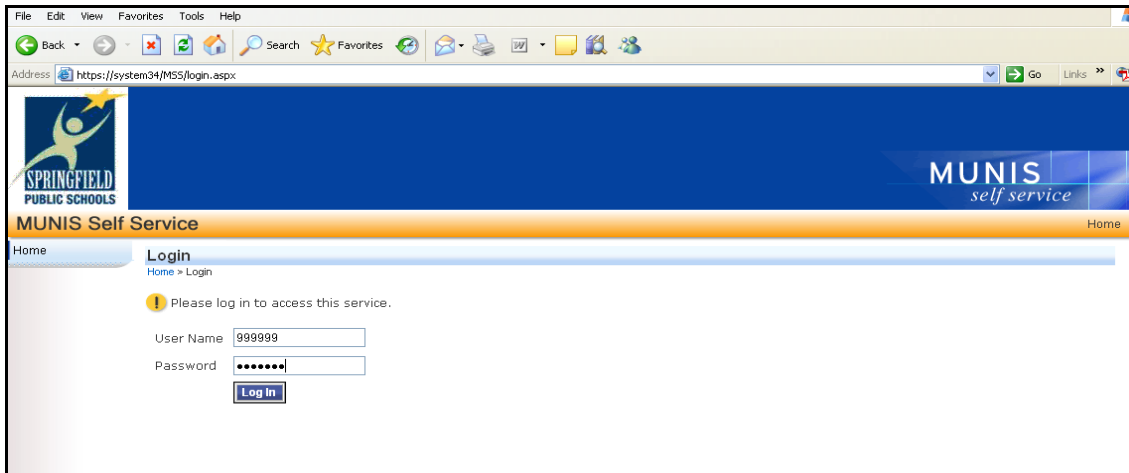
You can access ESS from any PC that has internet access by going to the following website:

<https://system34.sps.k12.mo.us/mss>

You will be brought to the home page:



Click on Log in.



In order to access the site you must have a User Name and Password.

Your User Name is your Employee Number.

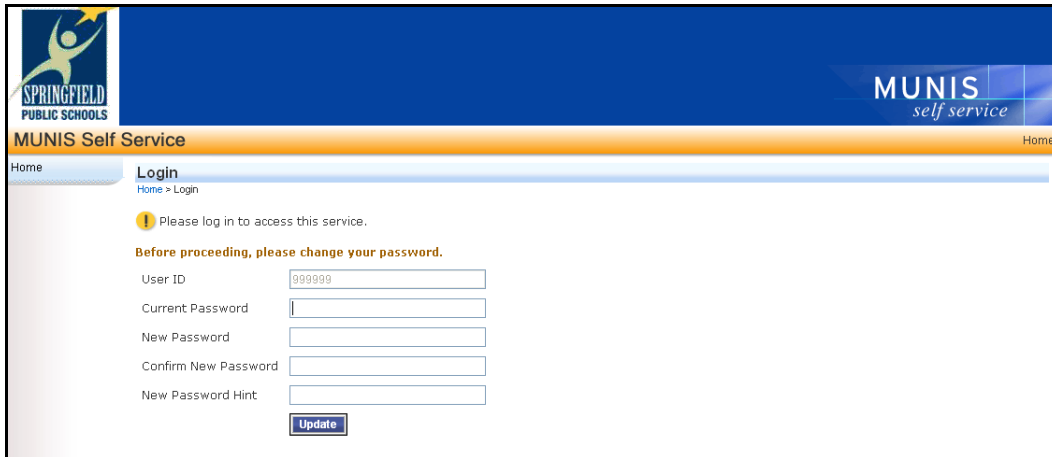
This number always appears on your pay stub in the upper right hand corner. Please look at your pay stub first before calling HR and asking them to provide you with this number. Please memorize this number as it is very important and used for several things in the district.

Your initial login password is the last four digits of your SSN.

As an example, if your SSN is 555-55-1234 then your password would be 1234.

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When you first sign on you will be asked to update your password.



The screenshot shows the 'MUNIS Self Service' interface. At the top left is the Springfield Public Schools logo. At the top right is the 'MUNIS self service' logo. Below the header is a navigation bar with 'Home' and 'Login'. The main content area has a message: 'Please log in to access this service. Before proceeding, please change your password.' Below this are five input fields: 'User ID' (with '999999' entered), 'Current Password', 'New Password', 'Confirm New Password', and 'New Password Hint'. An 'Update' button is at the bottom.

Current Password: Re-enter the password you were provided.

New Password: Think of a password that you will know each time you log in.

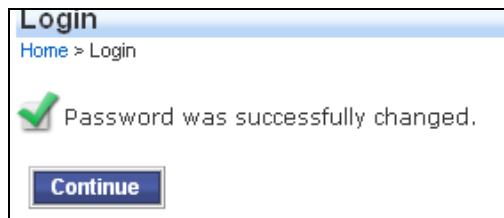
Confirm New Password: Re-enter the new password you created.

New Password Hint: Just in case you should forget your password you can enter a brief description that would remind you of your newly created password. This hint is strictly a reminder of what you entered as your password. **NOTE: DO NOT enter your actual password here as a reminder.** No one in the district can retrieve this password if you forget it. If you do forget it, you will need to contact the Help Desk so the appropriate people can reset your password

When completed click on Update.

IDENTITY NOTE: Your password needs to be kept confidential. DO NOT give out your password. Doing so would provide that person the opportunity to make changes on your files. It is your responsibility to keep your user name and password safe.

If you successfully changed your password you will get the following. Click on Continue.



The screenshot shows a 'Login' window with a green checkmark icon and the text 'Password was successfully changed.' Below the message is a 'Continue' button.

The first thing you need to do is access the document that we are providing for you use to access the various pieces of the system. This is accessed by clicking on the Employee Self Service selection under Resources.



The screenshot shows the 'Employee Self Service' dashboard. At the top is a navigation bar with 'Employee Self Service' and 'PAM ABDON | Home | My Account | Log Out'. Below this is a sidebar with 'Home', 'Employee Self Service', 'Personal Information', 'Pay/Tax Information', and 'Time Off'. The main content area has a 'Welcome to Employee Self Service' message and a 'Resources' section with a link to 'Employee Self Service'. An arrow points from the text above to the 'Employee Self Service' link in the Resources section.

Should you have problems accessing online, please contact the Help Desk at 523-4357 or ext. 33333.