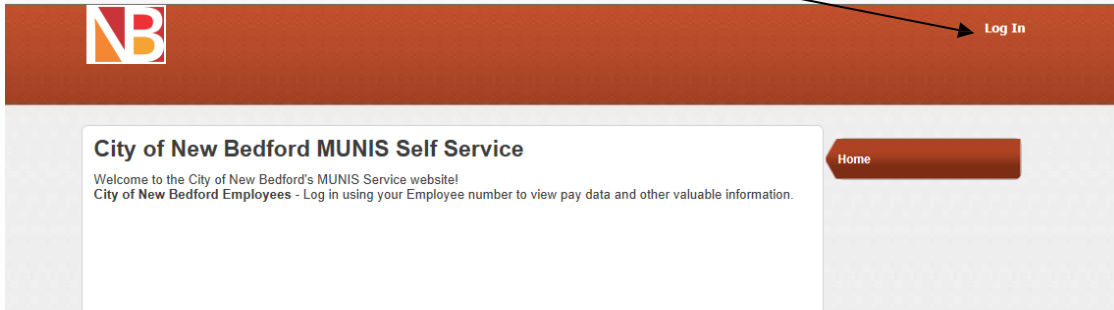


## New Bedford School Department MUNIS Self Service

Below is the link you will need to access the MUNIS Self Service Portal

<https://mss.newbedford-ma.gov>

New Bedford School Department employees will first need to click **Log In** to access the MUNIS Self Service Portal



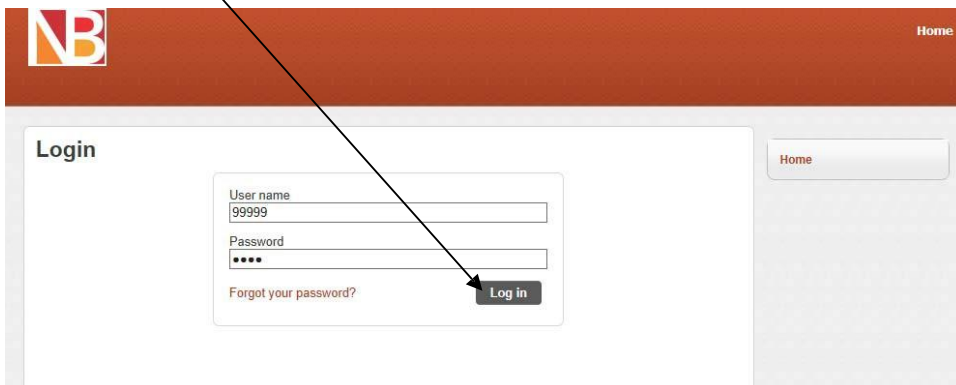
Login screen will appear

Employees User name will be the employee's **Employee Number**

You can obtain your employee number from a paper copy of one of your past pay advices. It is located in the left top portion under your name and address information.

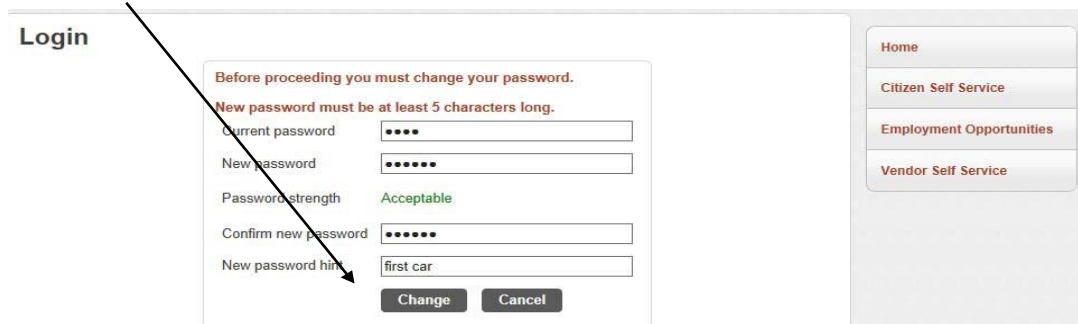
The first time the employee logs into the portal the password will be the last four digits of their SSN.

Now click Log in



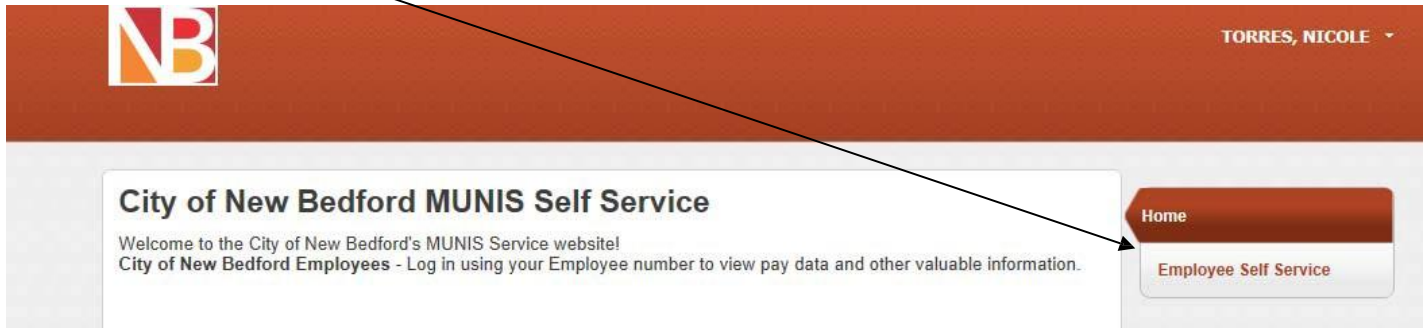
Once the user name and password is entered for the first time you will be forced to change your password. You will need to enter in your current password which at this time will be the last four digits of your SSN. You will also need to create a new password and type in a password hint.

Click change

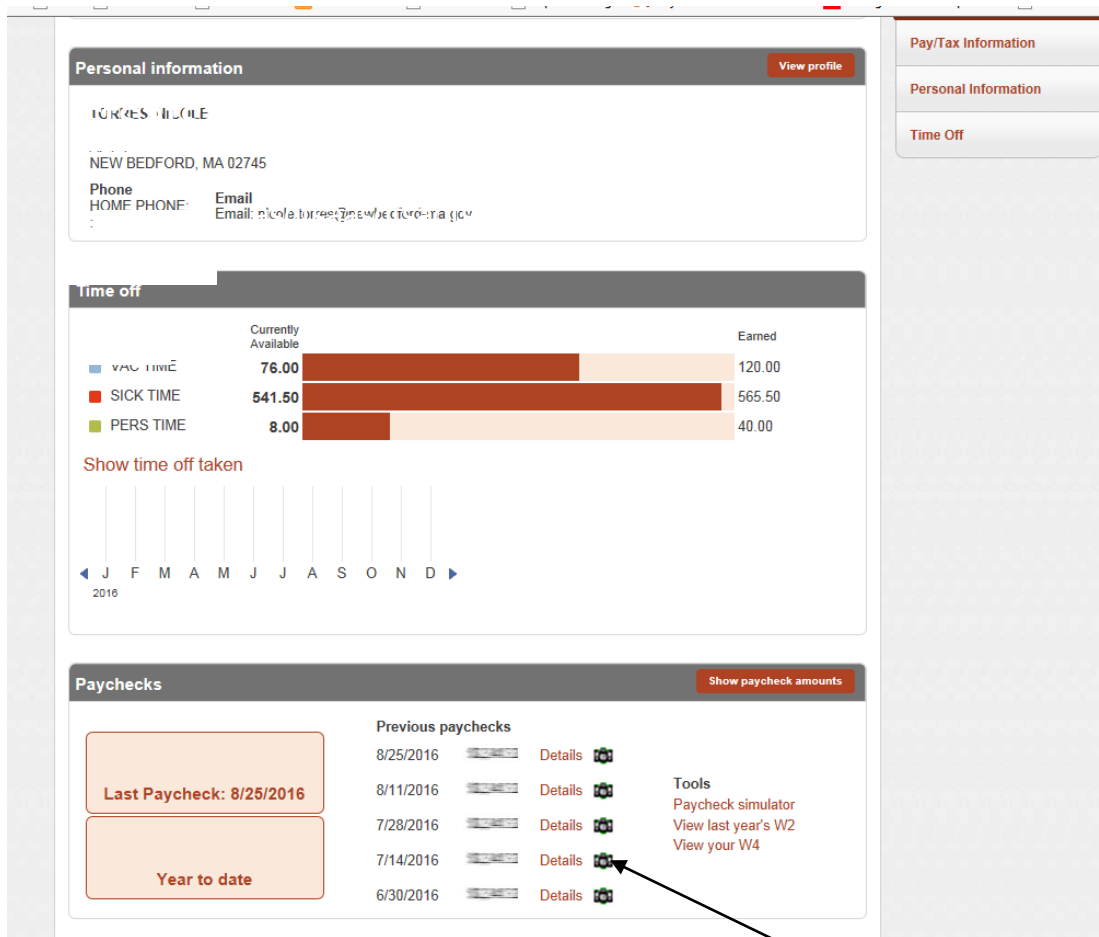


Once you are logged into the MUNIS Employee Self Service Portal

Click on **Employee Self Service** on the right hand side.



Once you are in Employee Self Service you will be able to view your personal information, paycheck information, W2's and more. **The time off feature will be implemented shortly.**



By clicking on the camera symbol you will be able to view and print your payroll advice for that specific check date listed.

## If you forget your password?

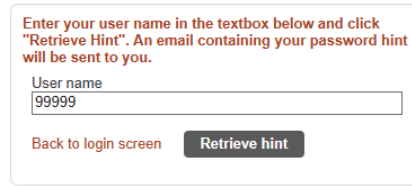
You will need to go to the Login page and click on Forgot your password?

Login



A screenshot of a login form. It contains two input fields: 'User name' and 'Password'. Below the 'Password' field is a link that says 'Forgot your password?'. To the right of the 'Forgot your password?' link is a 'Log in' button. A black arrow points from the top right towards the 'Forgot your password?' link.

You will have to enter in your User name and click on Retrieve hint



A screenshot of a 'Retrieve Hint' page. At the top, there is a red instruction: 'Enter your user name in the textbox below and click "Retrieve Hint". An email containing your password hint will be sent to you.' Below this is a 'User name' input field containing the text '99999'. At the bottom, there are two buttons: 'Back to login screen' and 'Retrieve hint'.

You will be emailed instructions on how to change your password.

**For employees that do not have an email account on file, please contact Tech Services at 508-997-4511 ext: 3456 for assistance.**

**Any employee that does not have access to a computer to print out pay advices, all public libraries are equipped with public access to computers as well as printers. In each school location there is also access to these amenities. The Human Capital Services Office at PRAB will also have a computer available for use Monday through Friday from 7:30am – 4:30pm.**