New Bedford School Department MUNIS Self Service

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

http://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

Employee User name is the employee’s Employee Number

You can obtain your employee number from a paper copy of one your past pay advices. It is located on the top left portion under your name and address information. School secretaries at each location will also be able to provide this information to you.

The first time you login into the portal, your password will be the first four digits of your SSN.

Now click Log in

Once the username and password are entered for the first time, you will be forced to change your password. You will need to enter your current password, which at this time will be the first four digits of you SSN. You will now create your 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, paid time off available, and more.

To view check amounts and pay check, first click on **Show paycheck amounts** and then click on the image of the camera to view the specific check for date listed.
If you forget your password:
You will need to go to the Login page and click on "Forgot your password?"

You will have to enter in your Username and click on "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: 14752 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.