

Step TWO

URGENT!

Employee Self Service (ESS)

Employee Self Service (ESS) is now available to employees of SCBOE. Through ESS, you will have access to some of your payroll records, including electronic images of pay checks and direct deposit stubs! Effective immediately, direct deposit stubs will be sent to you paperlessly through ESS. Please be sure to complete the paper labeled "Step ONE" first.

To access this site, you will need to login using your work computer or a computer lab computer using the following address **exactly** as shown below:

<https://sumnerschoolstn.munisselfservice.com/login.aspx>

Once this website opens, you will be prompted to login.

Login

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

LOGIN USERNAME: Your username is the first initial of your **legal** first name, your full legal last name, and the last four of your SSN. **DO NOT USE ANY SPACES.**

Example - [FirstInitial][LastName][SSN] = JSMITH1234

PASSWORD: Your password is the last four of your SSN.

Following a successful initial login, you will be prompted to reset your password.

Login

Before proceeding you must change your password.

Current password

New password

Password strength Acceptable

Confirm new password

New password hint

Mr. Skywalker successfully logged in and is now resetting his password. You may also set a hint in the editable field.

Passwords must:

- Be 8 or more characters long
- Include at least 1 number
- Include at least 1 symbol
- Include at least 1 upper case letter
- Include at least 1 lower case letter

Once you have successfully changed your password you will see:

Click on "Continue" and your ESS Homepage will open.

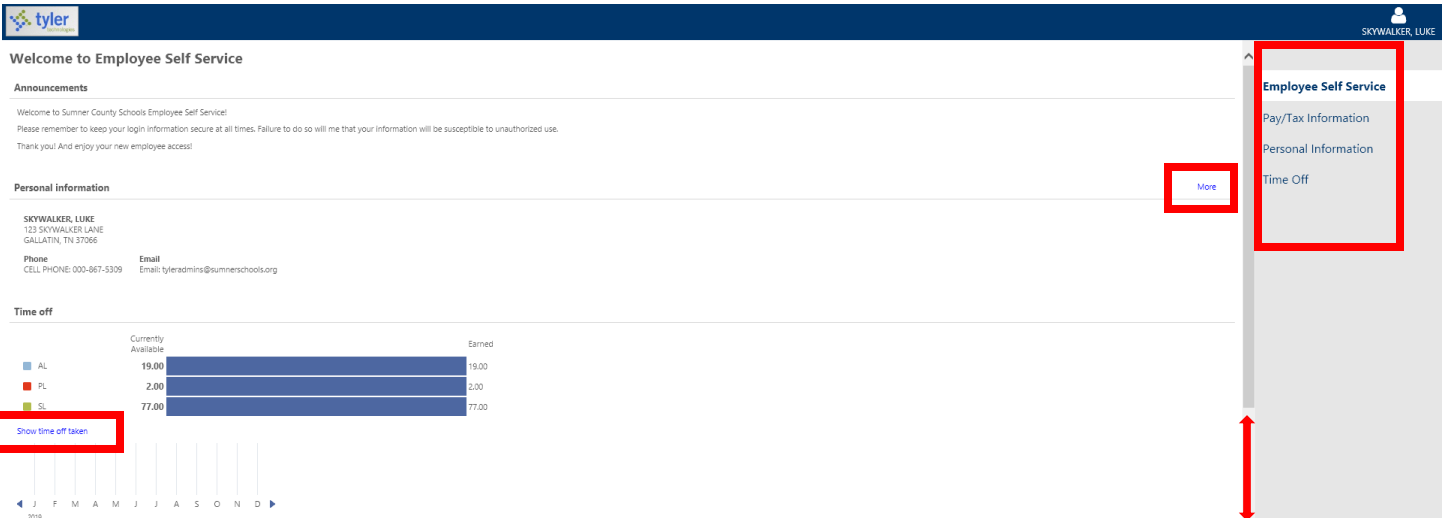
Login

Your password has been successfully changed.

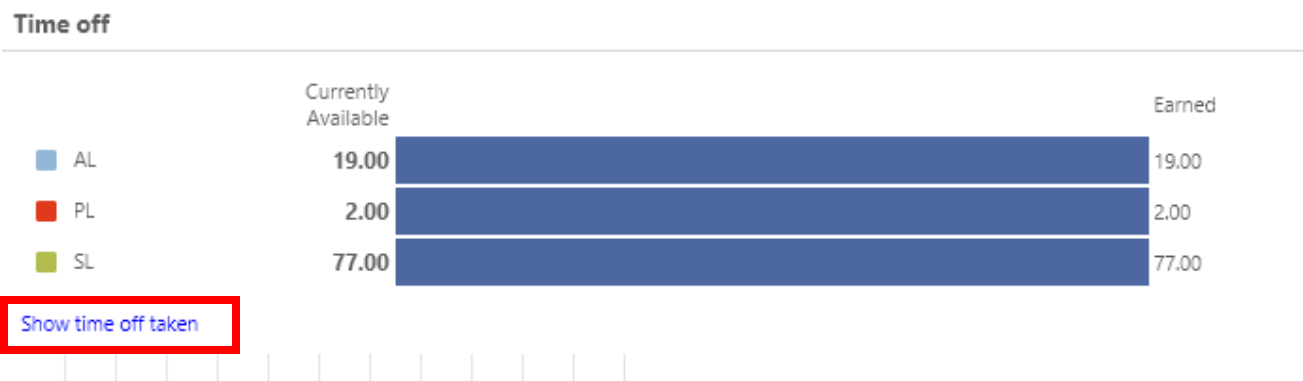
[Continue](#)




On the right you will see "Employee Self Service", please click once on the words for your ESS Dashboard to appear. You are welcome to explore all areas of ESS. Additional areas are accessible on the right-hand side of the screen, some screens have sliding bars (as seen below) that you can use to scroll to additional information on the page, or blue hyperlink words.



Here's a close-up of one example of the blue hyperlink words.



Be sure to log out each time you use the system.

If you would like to change your password in the future, just login and click on the  icon.

If you need any assistance logging in, first try to login following all the directions exactly as stated. If you are still unsuccessful, please call the IT Help Desk at extension 77704 or (615) 451-6513.