

# Name Change for the Website Directory

Login to Tyler ESS

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

Personal Information

Click on 'View More'

Email address

Alternate email address

Primary location

BOE TECHNOLOGY DEPARTMENT

Hire date

11/11/2020

Service date

11/11/2020

Original hire date

11/11/2020

EDIT

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## Welcome to Employee Self Service

### Announcements

Welcome to Sumner County Schools Employee Self Service!

Please remember to keep your login information secure at all times. Failure to do so will mean that your information will be susceptible to unauthorized use.

Thank you!

**\*\*\*SPECIAL NOTE: PLEASE DO NOT CLICK CANCEL FOR A PL THAT YOU HAVE REGISTERED FOR, UNLESS YOUR INTENT IS TO WITHDRAW FROM THAT COURSE OF PL. CANCEL = WITHDRAW INSIDE TRAINING OPPORTUNITIES!\*\*\***

Personal information

[VIEW MORE](#)

Edit Personal Information

Click on 'Edit'

Preferred First Name

Enter your preferred FIRST NAME ONLY in the "Preferred Name" field. If you put your whole name here, it will display this with the legal last name.

Name

Preferred name

Employee id

SSN

XXX-XX-XXXX

Active status

ACTIVE

Personnel status

Click Save once you are finished. Data syncs can take up to 48 hours to export. Please contact the Help Desk (615-451-6513) if your data hasn't synchronized with the website directories by then.