How to Access Munis Employee Self-Service

There are 2 methods of access:

• From www.cpsed.net navigate to Staff and select Employee Self-Service
• https://cpsed.munisselfservice.com/default.aspx

Your Login ID/username is your “Employee/Aspen/Badge number”
For your Temporary Password please use “XXXX” (the last 4 numbers of your Social Security Number)
**** Employees not Active as of 7/26/19 and Newly hired employees use this format “passXXXX” ****

You will be then prompted to create your own personal password Which must contain at least 1 number and at least 8 characters

For further information, please contact the appropriate individuals listed below:

Payroll Questions:  Patrizia Gerardi pgerardi@cpsed.net (270-8426)
Certification Questions:  Kathy Park kpark@cpsed.net (270-8182)
Accrual Questions:  Peggy Lemoonde plemonde@cpsed.net (270-8141)
ESS website:  John Campellone jcampellone@cpsed.net (270-8152)
PASSWORD HINT OPTION:

Just click “Forgot your password?” and the following screen will then appear:

At this screen, enter your ESS Login ID in the “User Name” box
(ex. John Smith with Employee ID 1234 - “1234”)
Click “Retrieve hint”. Shortly thereafter, you will receive an email similar to the following:

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From: <noreply@cpsed.com>
Subject: Request Password Hint
To: your@email@cpsed.net

As requested, here is your password hint.
Password Hint: My Dog’s Uncle
If this e-mail message was sent to you in error, or you are still having problems logging on to the site, you can:
1) contact the site administrator, or
2) use the following link:
https://cpsed.munissefservice.com/PasswordRegenerate.aspx?d=eQhkDuItPufkwh+Qez& to
generate a new password.
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Notice that your password hint, in this case “My Dog’s Uncle”, will be in the email, ideally triggering a successful retrieval from your memory bank.
If so, then you can go back to the ESS Home screen and login as normal with your newly remembered password.