

## How to Access Munis Employee Self-Service

There are 2 methods of access:

- From [www.cpsed.net](http://www.cpsed.net) navigate to Staff and select Employee Self-Service
- <https://cpsed.munisselfservice.com/default.aspx>

The login format is "First Initial" "Last Name" "Employee/Aspen/Badge number"

Example: My name is John Smith Jr. and my Employee number is 8899, my login would be "JSmith8899"

Also, please remember that the system uses your **Last Name exactly as it appears on your paycheck**

For your Temporary Password please use "XXXX" (the last 4 numbers of your Social Security Number)

\*\*\*\*Temporary and Newly hired employees use this format "passXXXX" \*\*\*\*

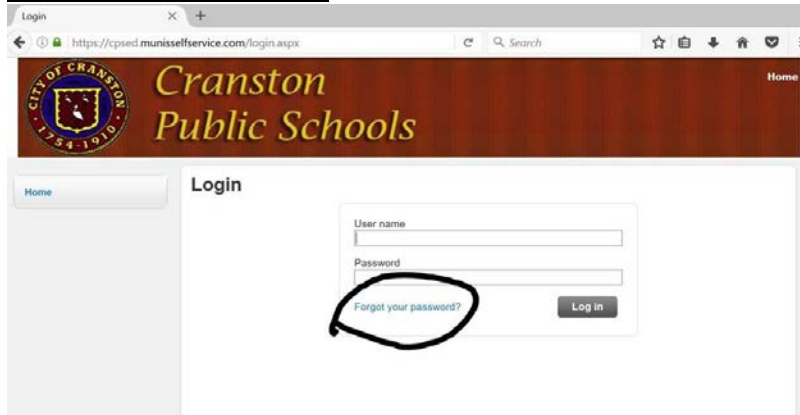
You will be then prompted to create your own personal password

*Which must contain at least 1 number and at least 8 characters*

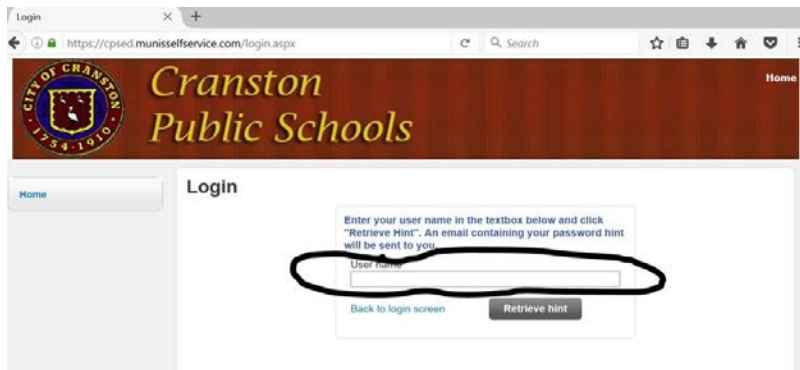
For further information, please contact the appropriate individuals listed below:

Payroll Questions:	Patrizia Gerardi <a href="mailto:pgerardi@cpsed.net">pgerardi@cpsed.net</a> (270-8426)
Certification Questions:	Kathy Park <a href="mailto:kpark@cpsed.net">kpark@cpsed.net</a> (270-8182)
Accrual Questions:	Peggy Lemonde <a href="mailto:plemonde@cpsed.net">plemonde@cpsed.net</a> (270-8141)
ESS website:	John Campellone <a href="mailto:icampellone@cpsed.net">icampellone@cpsed.net</a> (270-8152)

## PASSWORD HINT OPTION:



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



At this screen, enter your ESS Login in the "User Name" box (ex. John Smith with Employee ID 1234 - "JSmith1234")

Click "Retrieve hint". Shortly thereafter, you will receive an email similar to the following:

From: <noreply@cpsed.com>  
Subject: Request Password Hint  
To: youremail@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.munisservice.com/PasswordRegenerate.aspx?id=QhkDuttPufkzwh+Q==&> to generate a new password.

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