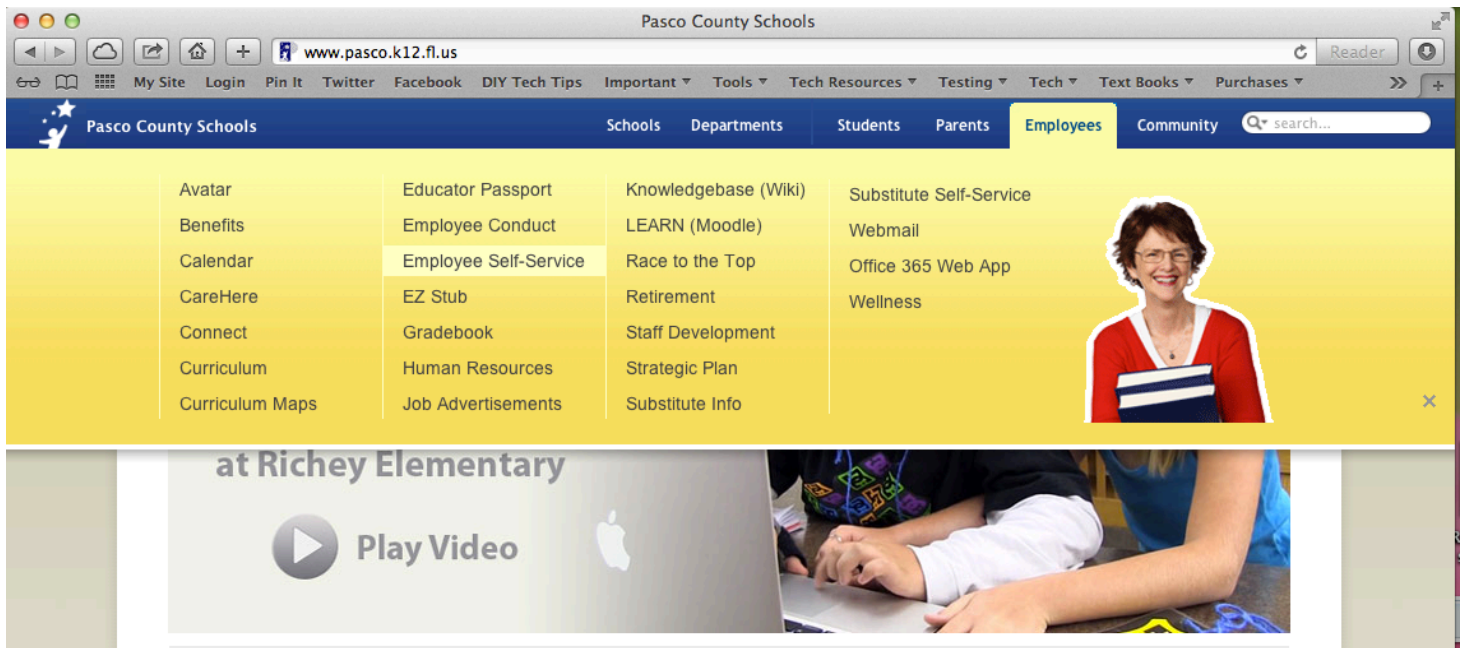


# How to get your MUNIS ID (New Employee ID #)

1. Navigate to the Pasco Website <http://www.pasco.k12.fl.us>  
Under Employees select Employee Self-Service.



2. User Name: district\the first part of your email (ie: district\jsmith)  
Password: Passwords are case sensitive.

For employees that have access to Munis online system (Financials, HR/Payroll, etc.).  
The password for ESS will be the same as the Munis password.

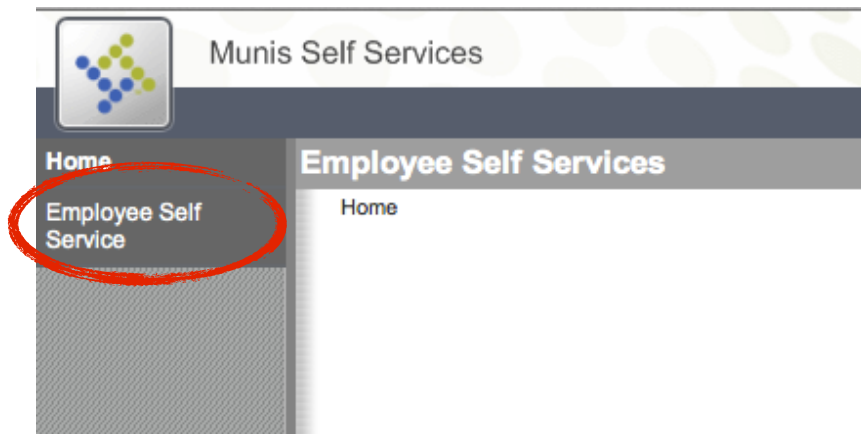
Password for employees that use Esembler - the ESS password will be the same as  
their Esembler password.

Password for employees without Munis or Esembler access –the ESS password should  
be the same as their email password.

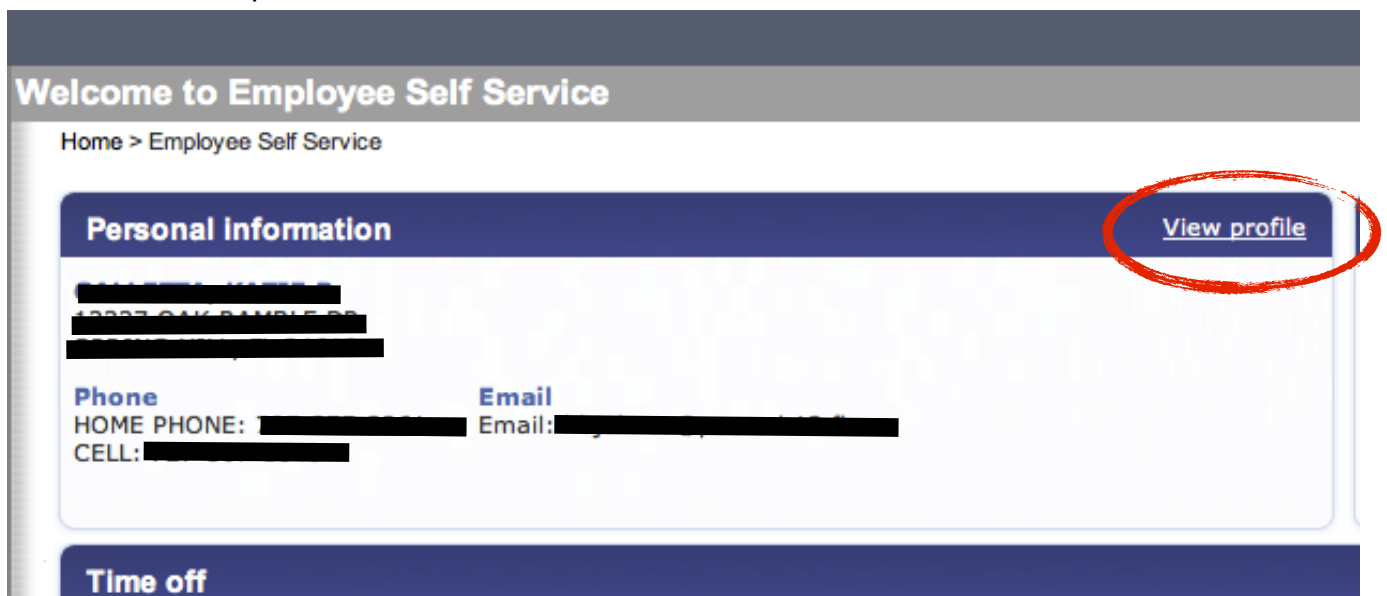
A screenshot of an 'Authentication Required' dialog box. The dialog has a blue question mark icon on the left. The title is 'Authentication Required'. Below the title, it says 'Enter username and password for https://mss.pasco.k12.fl.us'. There are two input fields: 'User Name:' with the text 'district\first part of your email' and 'Password:' which is empty. At the bottom right, there are two buttons: 'Cancel' and 'OK'.

# How to get your MUNIS ID (New Employee ID #)

3. From the Home screen select Employee Self Service



4. Click View profile



5. Find your Employee ID this is your MUNIS ID

