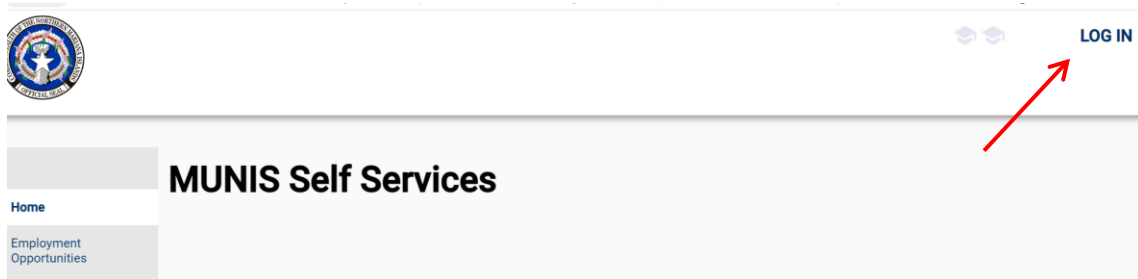


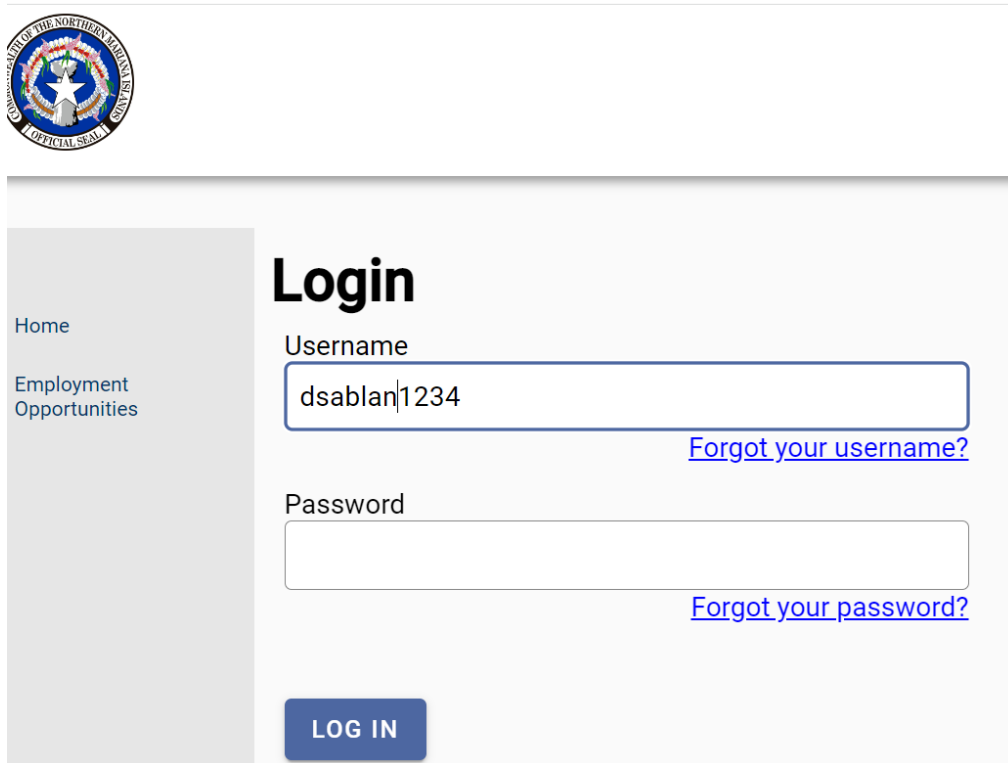
Logging In to MUNIS Employee Self - Service(ESS)

<https://selfservice.dof.gov.mp/ess/default.aspx>

1. Click the **Log In** button located above the gray bar on the top right-hand side of the screen.



2. The log in box will appear.
3. For your User Name, Enter your **First Initial, Last Name** and the **last 4 digits of your Social Security Number** with no spaces.

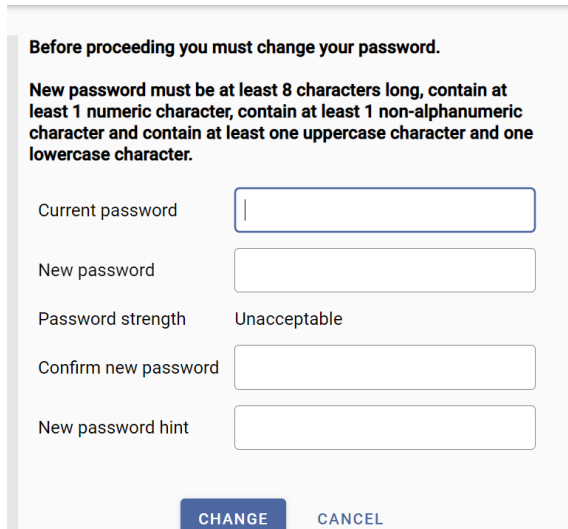


1. For the default password First time users will enter the **last 4 digits of your Social Security Number**. You will be forced to change your password once you click Log In.
2. Click **Log In**. First time users will be prompted to change their password. Returning users will log into Munis Self Service and can proceed to the next section.

NOTE: First time users, the Current Password is the last 4 digits of your social security number.

3. You will be prompted to create a new password.
4. Enter your new password. Your new password must contain a minimum of 8 characters, alphanumeric with upper and lower case letters, and at least one special character such as @, #, \$, %, *.

NOTE: Passwords cannot start with a special character.



Before proceeding you must change your password.

New password must be at least 8 characters long, contain at least 1 numeric character, contain at least 1 non-alphanumeric character and contain at least one uppercase character and one lowercase character.

Current password

New password

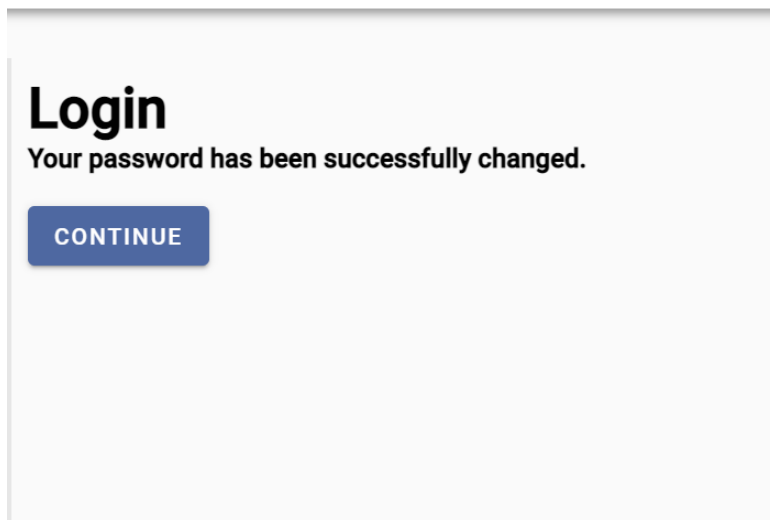
Password strength Unacceptable

Confirm new password

New password hint

CHANGE CANCEL

5. If your password is acceptable the Password Strength will change to Acceptable and the font will turn green.
6. Verify your password. To do this, re-enter the password you just entered.
7. Enter a New Password Hint. This password hint will be emailed to you upon your request should you lose or forget your password.
8. Click **Change**.
9. Click on Continue to get to main ESS page



Login

Your password has been successfully changed.

CONTINUE