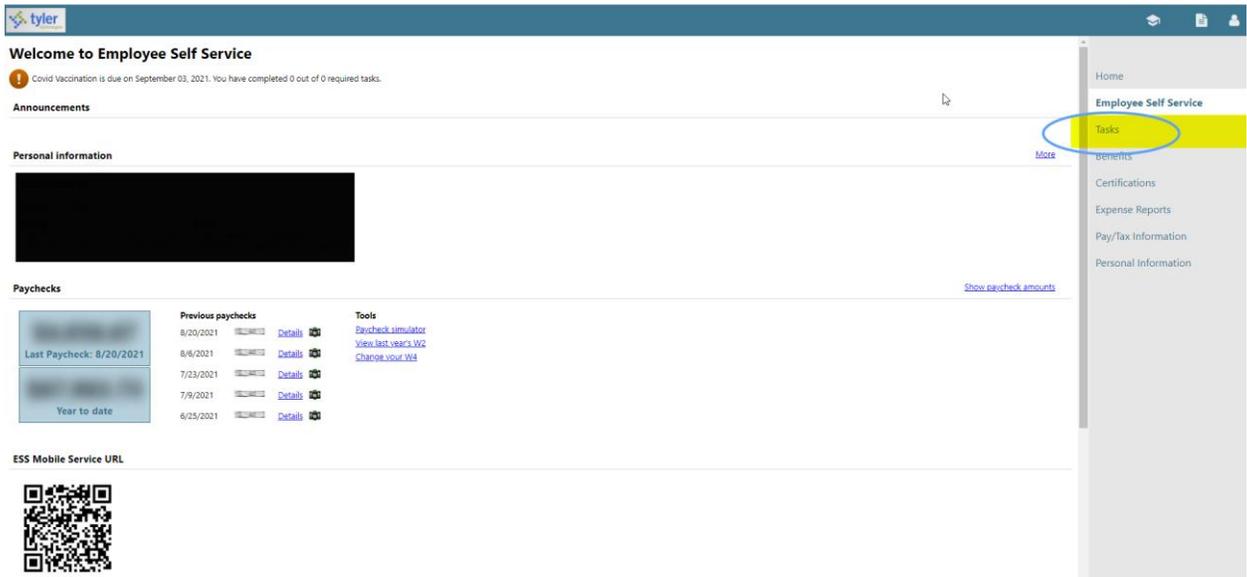


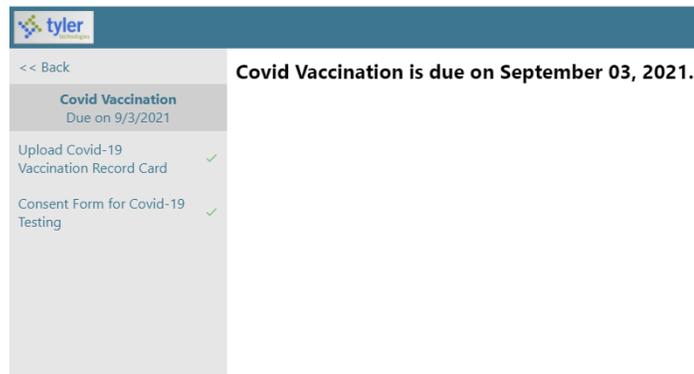
# COVID-19 Vaccination Reporting Instructions

Each employee will be required to submit proof of vaccination or participate in weekly COVID-19 screenings. Please follow the steps below to report your vaccination status.

- 1) Log into Munis Employee Self Service using your 5-digit employee identification number. Click [here](#) for login instructions.
- 2) Looking at the menu on the right side of the page, select the “Tasks” section.

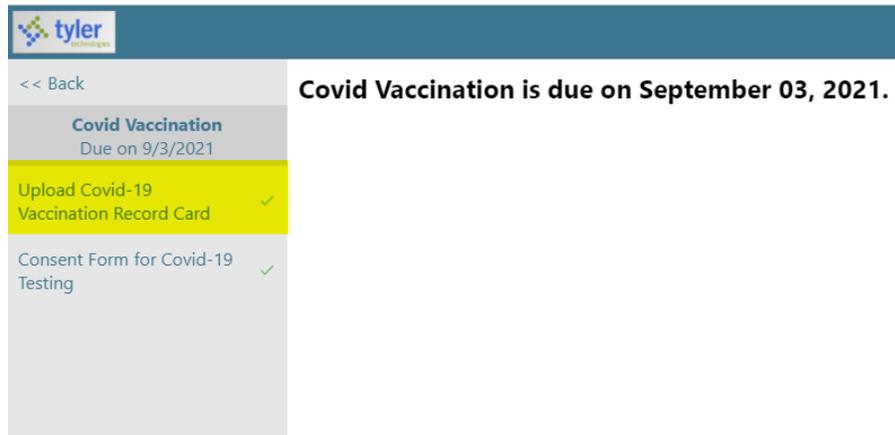


- 3) The task list will display that your vaccination information is due. Please choose one of the options on the left.
  - Upload COVID-19 Vaccination Record Card – choose this option if you have received two doses of the vaccine. See instructions below.
  - Complete the consent for COVID-19 Testing – choose this option if you are unvaccinated or have just received one dose of the vaccine. See instructions below.

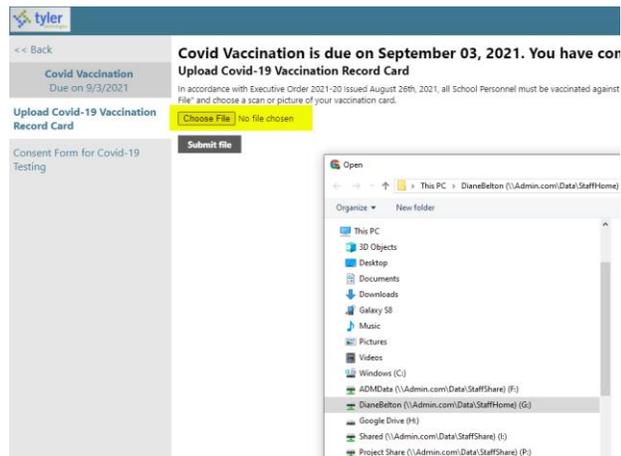


## Instructions for Uploading the COVID-19 Vaccination Record Card

1. If you are fully vaccinated (two doses) please upload a copy of your vaccination card into Munis. To do this start by scanning your card and saving it to an accessible location on your computer.
2. You should be directed to “Upload Covid-19 Vaccination Record Card”. Select that option.



3. Click “Choose File,” and navigate to the location where you saved your scanned vaccination document from the previous step.



- Once you have selected your file, the name will be displayed. Verify the correct file was selected and click the "Submit file" button.

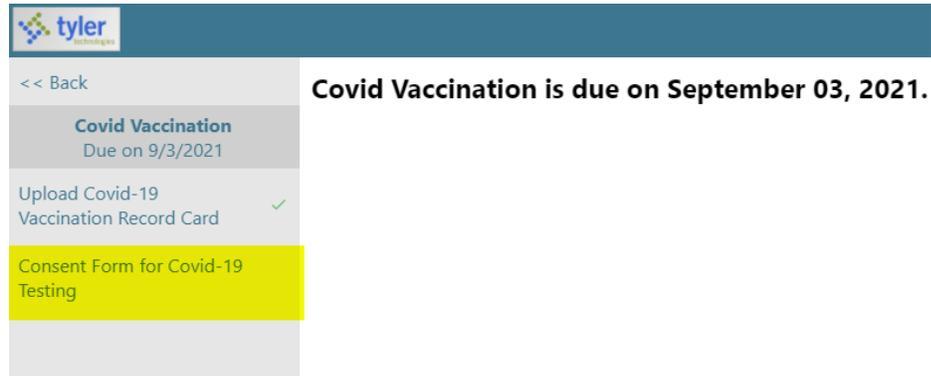
The screenshot shows a web interface with a blue header containing the Tyler Technologies logo. On the left, there is a navigation menu with a '<< Back' link, a 'Covid Vaccination Due on 9/3/2021' item, and a 'Consent Form for Covid-19 Testing' item. The main content area has a title 'Covid Vaccination is due on September 03, 2021. Upload Covid-19 Vaccination Record Card'. Below the title is a paragraph of text: 'In accordance with Executive Order 2021-20 Issued August 26th, 2021, all School Personnel must... File" and choose a scan or picture of your vaccination card.' Below this text, the filename 'Belton,Diane Covid Vaccination Card.pdf' is displayed with a 'Remove' link. A 'Choose File' button is shown with the text 'No file chosen' next to it. A 'Submit file' button is located below the 'Choose File' button.

- Upon submission, the system will indicate the file was uploaded.

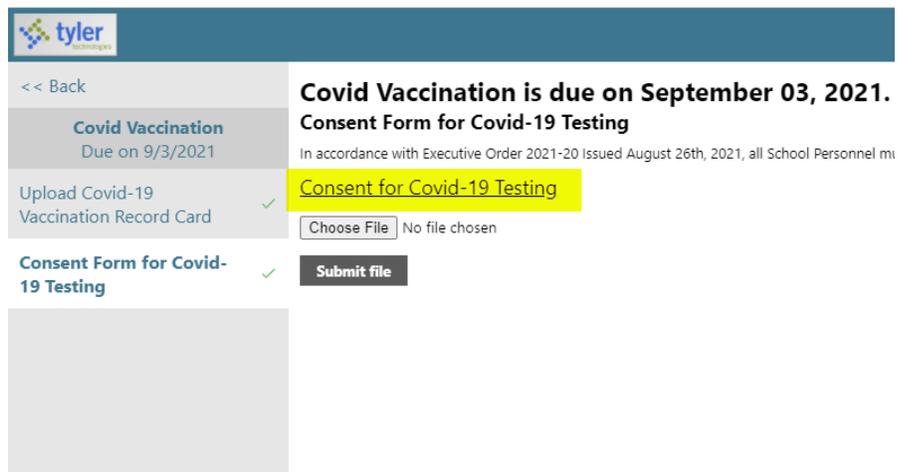
This screenshot is similar to the previous one, but it shows the state after the file has been uploaded. The 'Upload Covid-19 Vaccination Record Card' item in the left navigation menu now has a green checkmark next to it. In the main content area, a green checkmark icon is displayed next to the text 'Your file was uploaded'. The 'Choose File' button still shows 'No file chosen', and the 'Submit file' button remains visible.

## Instructions for completing Consent Form for COVID-19 Testing

1. If you have not been vaccinated, you will need to complete a Consent Form. Select that option from self-service.

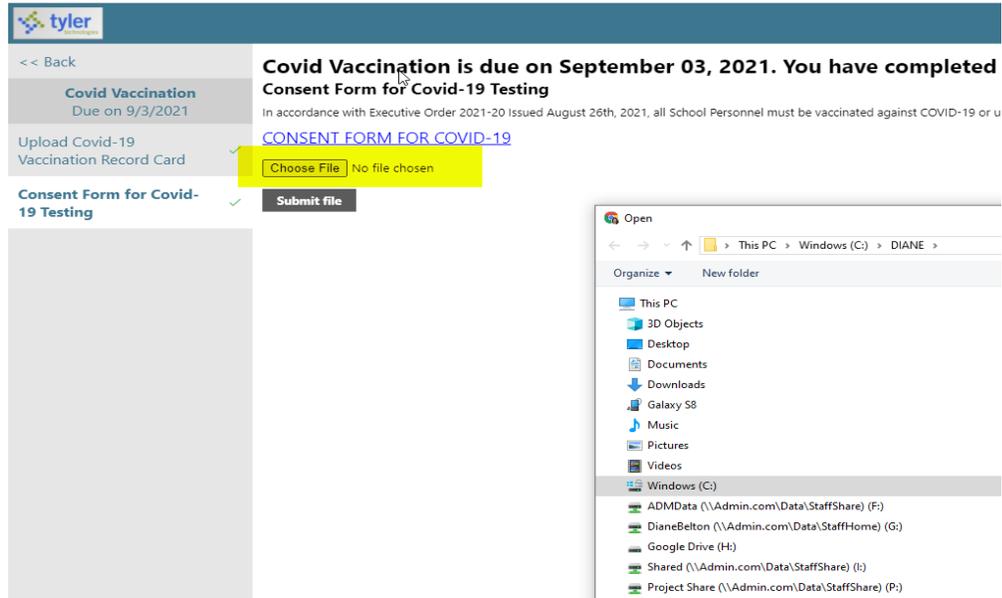


2. Click on the "Consent for Covid-19 Testing", to download the form to your computer.



3. Once the form is downloaded, complete and sign the form, then save to an accessible location on your computer.

4. Click "Choose File," and navigate to the location where you saved your scanned document from the previous step.



5. Once you have selected your file, the name will be displayed. Verify the correct file was selected and click on the "Submit file" button.



6. Upon submission, the system will indicate the file was uploaded as shown below:

The screenshot displays a web interface with a dark blue header containing the Tyler Technologies logo. Below the header, there is a navigation bar with a '<< Back' link. The main content area is divided into two columns. The left column contains a section titled 'Covid Vaccination Due on 9/3/2021' with a sub-section 'Upload Covid-19 Vaccination Record Card' marked with a green checkmark. Below this is another section titled 'Consent Form for Covid-19 Testing' also marked with a green checkmark. The right column features a large heading: 'Covid Vaccination is due on September 03, 2021. Consent Form for Covid-19 Testing'. Below the heading is a sub-heading: 'In accordance with Executive Order 2021-20 Issued August 26th, 2021, all School Personnel mu'. A green checkmark icon is followed by the text 'Your file was uploaded'. Below this is a blue hyperlink: 'CONSENT FORM FOR COVID-19'. At the bottom of the right column is a dark grey button labeled 'Submit file'. A large grey rectangular area is present at the bottom left of the main content area.

## Objective

This document provides instructions on how to obtain your user ID, reset your password, and set up Two Factor Authentication in Munis Self Service. If you are locked out of your account follow the instructions below to reset your password.

## Navigation <https://selfservice.u-46.org/MSS/login.aspx>

### User Name/Password Reset

1. If you land on the screen that states you need to change your password and do not know your current password click on the Cancel button to bring you back to the home screen
2. From the Munis Self Service Log in screen
  - a. Click on Log In in the upper right corner
  - b. Enter your Username, if you forgot your user name, click on “**Forgot your user name**” to retrieve it
  - c. Enter your Password, if you forgot your password click on “**Forgot your password**” to receive a hint or reset it
  - d. You can also use this option if you are locked out of your account
3. An automated email will be sent to your U-46 email address with
  - a. Your user name and/or
  - b. A password hint and link to generate a new password
4. To reset your password, click on the link to generate a new password
  - a. Click on Submit to regenerate a new password
5. Another email will be sent to your U-46 email address and will contain a temporary password
  - a. Use the temporary password to log in
  - b. You will be prompted to change your password
  - c. Follow the instructions to create a new password

### Two-Factor Authentication (2FA)

1. Enter a Secondary Email address in the box provided (personal email) where a code can be emailed to you
2. Confirm the Secondary Email address in the box provided
3. Check your Secondary Email account for a code that was sent
  - a. Enter the code in the Security Code box
  - b. Click on Submit
4. You will be brought to the Self-Service Home screen
5. Each time you log into Munis Self-Service a code will be sent to your Secondary Email address and you will need to entered into Munis Self-Service in order to access your information.