

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 enter it into Munis Self-Service in order to access your information.