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Munis Self Service
How to Login

Employees have the ability to view and update their information via MUNIS Self Service. This includes limited personal, tax and benefit changes as well as to view and print paystubs and W-4s. MUNIS Self Service is available on the Internet from work or home.

To access MUNIS Self Service:

- Visit the School District U-46 website at www.u-46.org.
- From the Home page select:
  - Departments & Programs
  - Payroll
  - Applications
  - MUNIS Employee Self Service
- The first time you log into MUNIS Self Service:
  - User Name: 5 digit employee ID number
  - Password: Last 4 digits of your Social Security number

A message will appear stating the Password has expired. You will be required to change it once a year. The Password must be a minimum of 8 characters and contain a minimum of one number, one symbol, one capital letter and one lowercase letter.

Please direct any login questions regarding MUNIS Self Service to helpdesk@u-46.org

Please direct any payroll questions regarding MUNIS Self Service to payroll@u-46.org