## How to Reset or Retrieve your password

1. Click the "Forgot your password" link.

Login	
Username	
	Forgot your username?
Password	1
	Forgot your password?
Log in	

2. Renter your username "first initial.last name.last four digits of your social security number" (no spaces/characters). After you enter your username, click the "Retrieve Hint" link. \*If your last name is hyphenated, you need to enter your full (hyphenated) last name\*

## Login

Enter your user name in the textbox below and click "Retrieve Hint". An email containing your password hint will be sent to you. User name Back to login screen Retrieve hint

3. You will receive an email (the hint will be sent to the email where you receive your direct deposit notifications) with your password hint. If you do not see this message in your inbox (do not panic), it was more than likely sent to your spam/junk folder.



## 4. If your password hint does not jog your memory, click the link in the email.

If this e-mail message was sent to you in error, or you are still having problems logging on to the site, you can. 1) contact the site administrator, or 2) use the following link: <u>https://ess2.cccoe.net/MSSMoragaLive/PasswordRegenerate.aspx?id=F1tHxw1XuchKmH+C5OrKYg==&</u> to generate a new password.

## 5. Click "Submit" to have a new password sent to your email.

## **Password Regeneration**

When you click the Submit button, a new, temporary password will be generated and sent to your personal email address. Upon first usage of the newly generated password, you will be prompted to change it.

Initiate Password Regeneration



### 6. You will receive an email to reset your password.

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### 7. Click the link in the message. Reenter your username and the NEW password.

As requested, here is your new MUNIS Self Service temporary password.

#### Temporary Password: [/ovlgB

Use this temporary password to log onto the MUNIS Self Service website, not the mobile app. When it is accepted, you will be immediately prompted to change it.

If this e-mail message was sent to you in error, or you are still having problems logging on to the MUNIS Self Service site, contact the site administrator.

# 8. The last, and final, step is to update your password. \*Your current password is the new password that was sent to your email\*

Login			
Before proceeding you must change your password.			
Current password			
New password			
Password strength	Unacceptable		
Confirm new password			
New password hint			
Change Cancel			