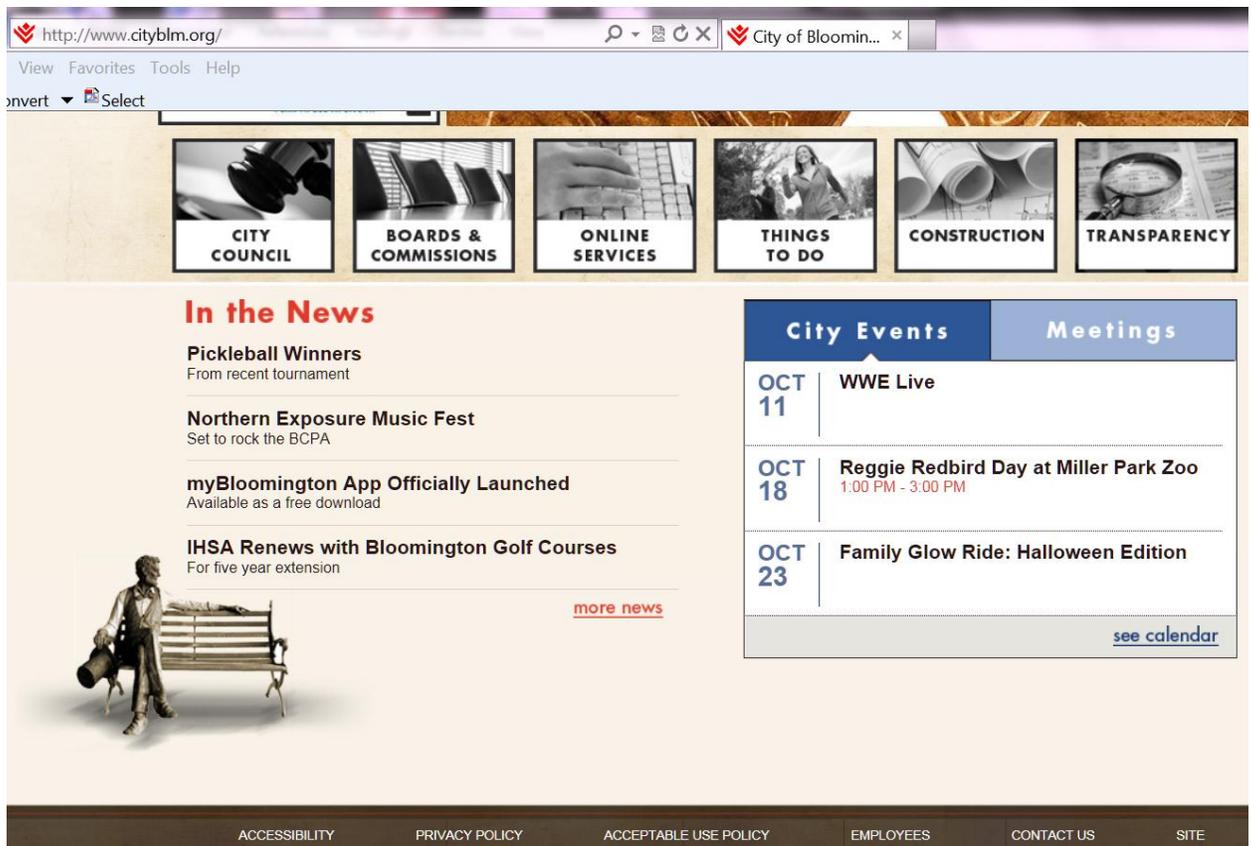


MUNIS  
Guide to  
Reset Password for  
Employee Self Service



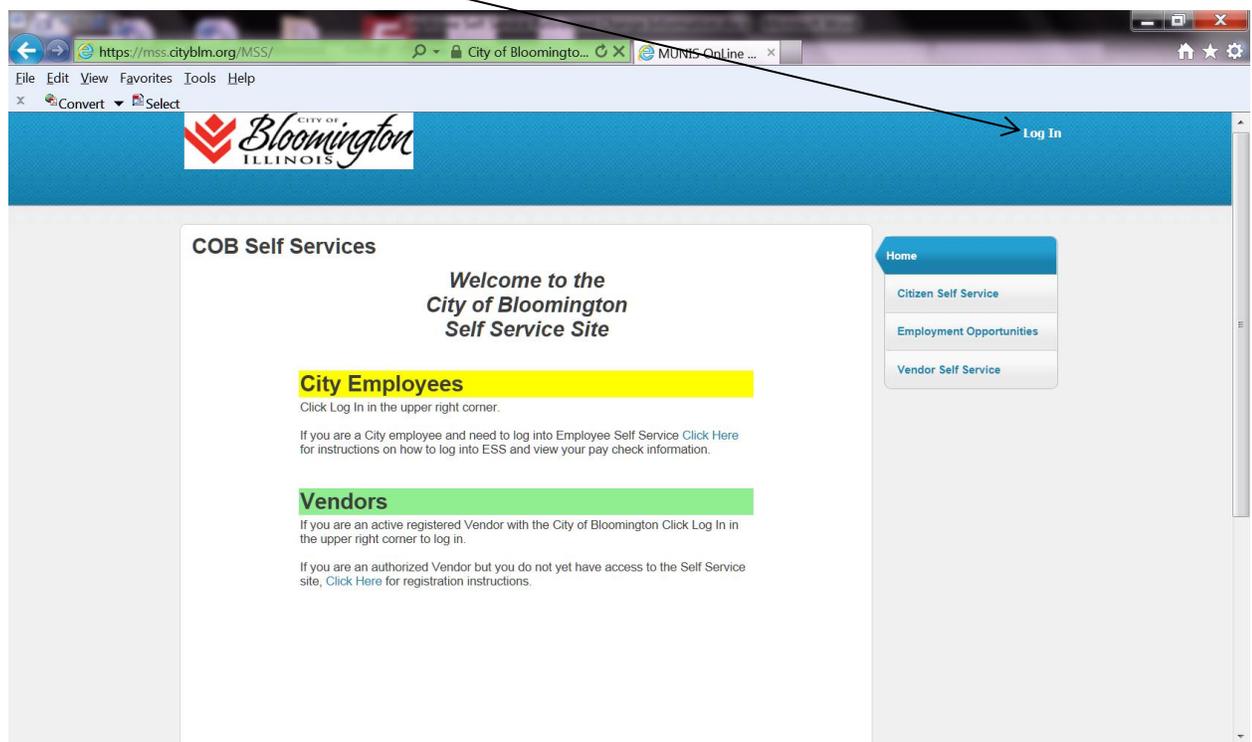
In the future, if the employee forgets their password, system has a feature to allow users to reset passwords. Here are the instructions:

- 1) Navigate to the City's website: [www.cityblm.org](http://www.cityblm.org)



- 2) At the very bottom of the page is a link that says "**Employees**", this link will take you to the Employee Self service Website.

3) Click on **Log In**



**Login**

User name

Password

[Forgot your password?](#)

4) Assuming you are returning user but forgot your password, click on **Forgot your password?** link.

## 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](#)

- 5) Enter your user name (typically it is your First Initial Middle Initial Last Name). Example: John A. Smith – jasmith and click on **Retrieve Hint**.  
Login

Email sent. If you do not receive an email, contact your administrator.

User name  
nbrock@yahoo.com

[Back to login screen](#)

- 6) You will receive an email in the email account that the City has on file. If it is not in your **In Box**, please check you **Spam / Junk** folder. The email should look like:

### Request Password Hint

test\_noreply@cityblm.org

As requested, here is your password hint.

Password Hint: color

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: <https://mss.cityblm.org/MSSTest/PasswordRegenerate.aspx?id=cqWQMiCqnKg=d> to generate a new password.

- 7) Once you receive the email, take a look at Option 2. Click the link to automatically regenerate a new password and you'll see the following screenshot:

## 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

User ID: utest

- 8) Click on **Submit** button.

## Password Regeneration

✔ Your new, temporary password has been generated and sent to your personal email address. Please close this browser before retrieving that email message. Thank you. ✕

### Initiate Password Regeneration

User ID: wcai

9) You will now receive another email in the email account that the City has on file. Exmpl:

**Request Password Reset**  
noreply@cityblm.org  
To: utest@cityblm.org

Monday, October 05, 2015 11:58AM  
[Show Details](#)

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

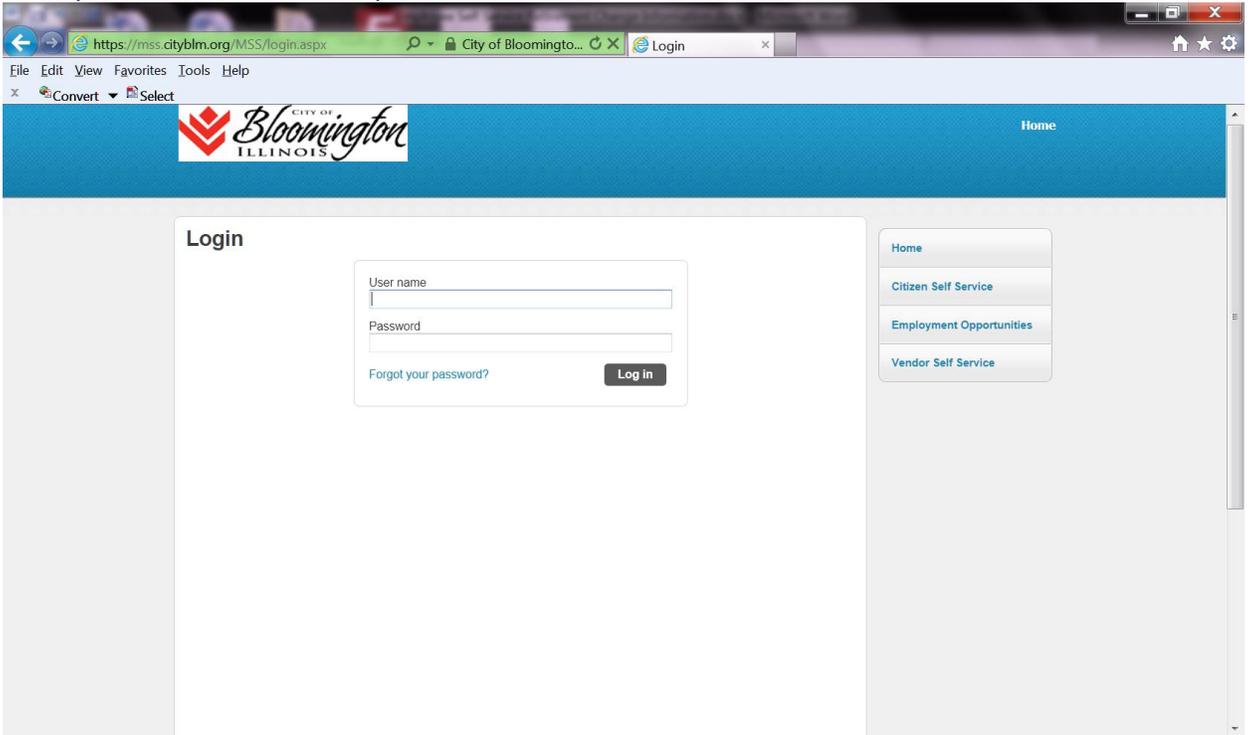
Temporary Password e:G:sS9u

Use this temporary password to log onto the MUNIS Self Service website. When it is accepted, you will be immediately prompted to change it.

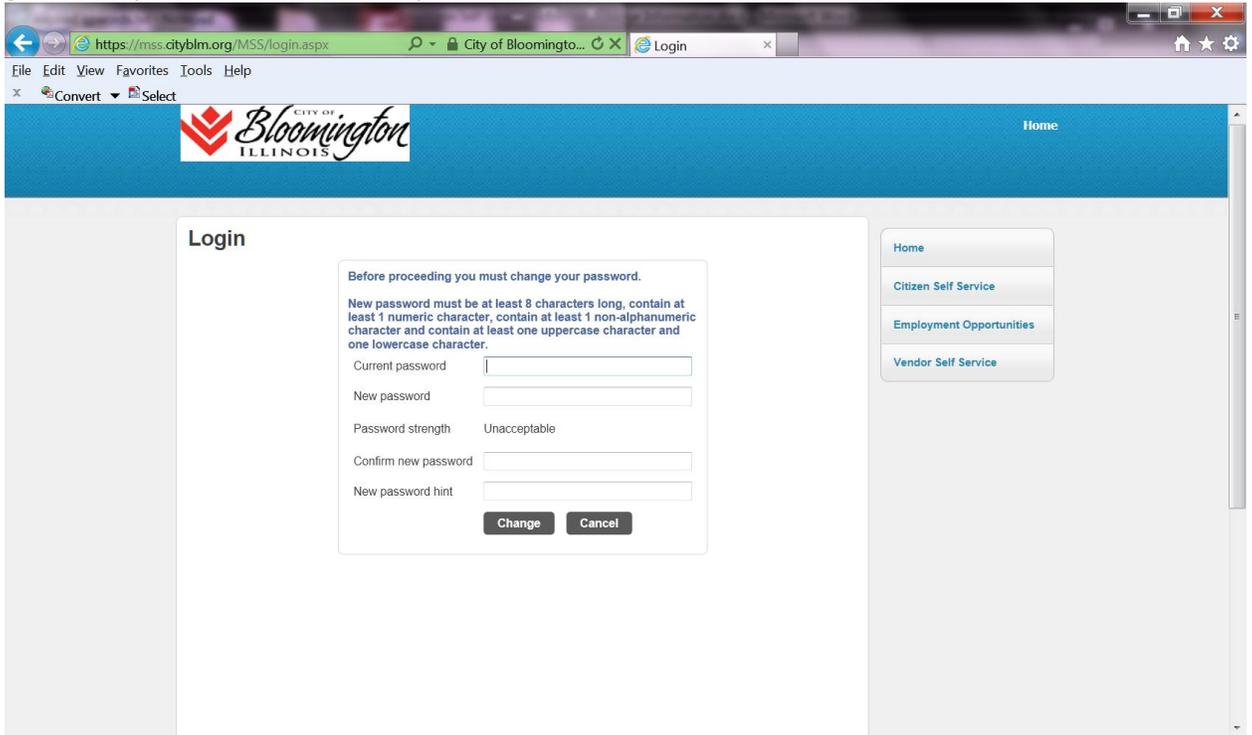
If this e-mail message was sent to you in error, or you are still having problems logging on to the MUNIS Self Service site, contact the site administrator.

10) This email will contain a new/temporary password that will allow you to login. Go back to the login page (Steps 1 - 3 above).

11) Enter your user name and new password.



12) You will now be prompted to change your password. (NOTE: your current password is the newly generated password created in step 9 above).



13) Keep in mind the password requirements:

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. Also you will be prompted to change your password every 6 months.