Danville Independent Schools Employee Self Service

1. Access Employee Self-Service at: danville.munisselfservice.com, or by clicking on the link under the Finance Department at https://www.danvilleschools.net/departments/finance:

HOME > DEPARTMENTS > FINANCE

Finance

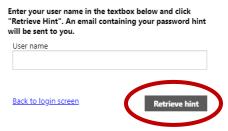


2. Click on the *Login* icon at the top right of the screen:



- 3. User name is the employee's ID number.
- 4. **First time users**, the **Password is the last four digits of the employee's SSN** and must be changed upon first login.
- 5. Forgotten password: click the blue "Forgot your password?" and enter your user name to retrieve your password hint:

Login



6. User will receive an email with subject, "Request Password Hint." If the hint is not helpful, the same email provides a link (see item 2) to generate a new password.

noreply@tylertech.com

As requested, here is your password hint.

Password Hint: Your Hint Here

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://danville.munisselfservice.com//.... to generate a new password.