



# Munis Employee Self Service

To Access Munis Employee Self Service

1. [www.glcomets.net](http://www.glcomets.net)
2. School Links
3. Staff – Munis Employee Self Service

## Munis Self Service

**Login**

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

**Log in**

Use your employee ID number for your username.  
Important: Do NOT put GL in front of the number

The FIRST time you log in use the last four digits of your social security number – then you will need to change your password.

**Before proceeding you must change your password.**

**New password must be at least 4 characters long, contain at least 1 numeric character and contain at least one uppercase character and one lowercase character.**

Current password

New password

Password strength Unacceptable

Confirm new password

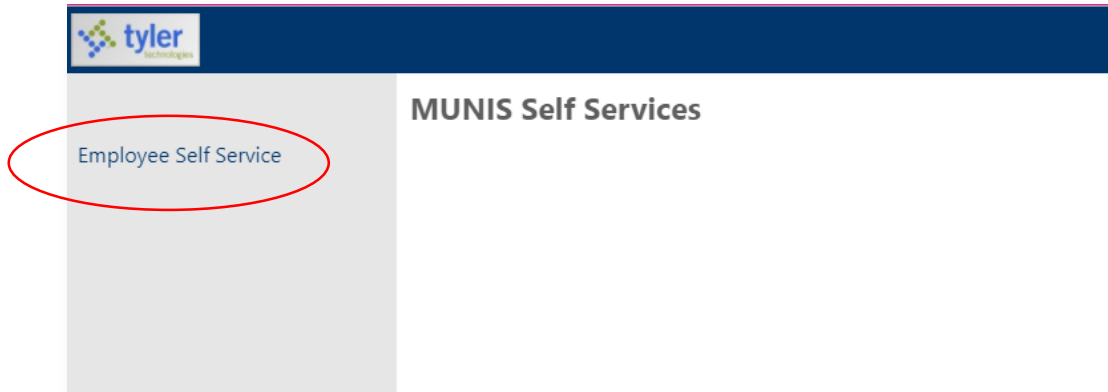
New password hint

**Change** **Cancel**

**Your password has been successfully changed.**

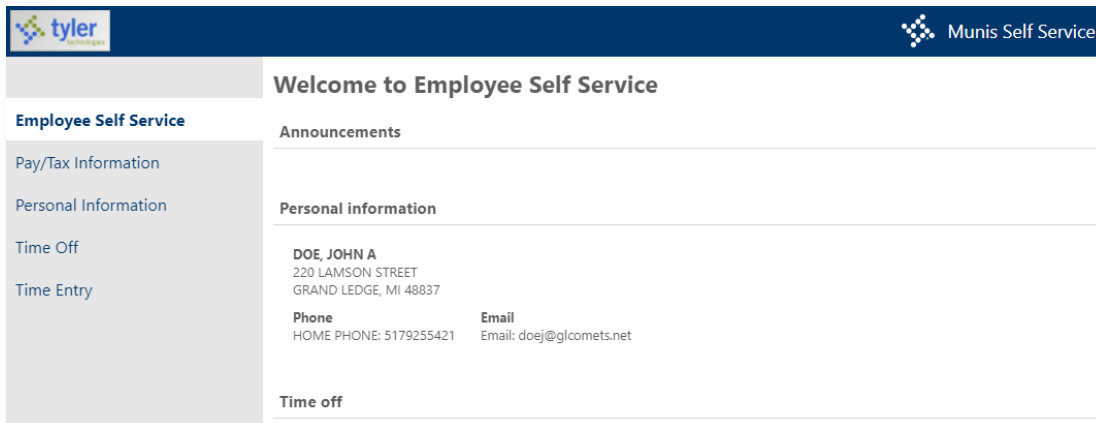
**Continue**

- Username: Username's for ESS are only your employee ID – you no longer use GL before the number.
- Password: Your first login to ESS your password will be the last four digits of your social security number.
  - You will be instructed to change your password after your first login.
  - You must have a capital, a lowercase, and a number.
  - After you submit a successful password change, the screen may not change. Try logging in with your new password before attempting to reset again.



Select Employee Self Service

Now you are in Employee Self Service!



Contact Kellsey Wilson in the Business Office (517) 925-5421 or [wilsonk@glcomets.net](mailto:wilsonk@glcomets.net) if you have any questions or problems logging in!