

Objective

This [Munis Self-Service](#) guide provides step-by-step instructions to:

- Retrieve your Employee ID#
 - Reset your password
 - Set up Two-Factor Authentication (2FA)
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Unlocking Your Account

User ID / Password Reset

If prompted to change your password but you don't know your current one:

1. Click **Cancel** to return to the home screen.

From the [Munis Self-Service](#) login page:

1. Click **Log In** (upper-right corner).
2. Enter your Employee ID# as your **Username**.
 - If you forgot your ID#, click **Forgot your username** and enter your U-46 email to retrieve it.
3. Enter your **Password**.
 - If you forgot your password, click **Forgot your password** to reset it or receive a hint.
4. Check your U-46 email for an automated email with:
 - Your username, and/or
 - A password hint and a link to generate a new password.
5. Click the link in the email and click **Submit** to create a new password.
6. You'll receive a security code in your personal email.
 - Enter the code and click **Submit**.
7. Another email will be sent to your U-46 email with a temporary password.
8. Use your ID# and the temporary password to log in.
9. Follow the prompts to:
 - Enter the temporary password.
 - Create a new password (enter it twice).
 - Add a password hint.
10. Click **Change** to save, then log in with your new password.

If you continue to receive error messages, please [submit a ticket](#) or contact the HelpDesk at (847)888-5000 x4295.

Setting Up Two-Factor Authentication (2FA)

1. Enter a **Secondary Email** address (e.g., your personal email).
2. Confirm the email address in the box provided.
3. Check your secondary email for a security code.
 - Enter the code in the **Security Code** box.
 - Click **Submit**.
4. You'll be redirected to the [Munis Self-Service](#) Home screen.
5. Moving forward, a code will be sent to your secondary email each time you log in.
 - Enter this code to access your account.