Employee Self Service is a secure web portal that allows employees to access and update some of their personal information through internet access. Employees can view payroll information such as paycheck history, W2 information and W-4 election details.

Employee Self Service can be accessed directly from the Lynn Public Schools Website [www.lynnschools.org](http://www.lynnschools.org) or directly at [Login (munisselfservice.com)](http://munisselfservice.com).

Once on the Lynn Public Schools website, click on RESOURCES, For Staff (last on the list) and it will bring you to the Staff and Teacher Resource Page.
Click on Employee Self Service and the following page will open.

Your username is your first initial of your first name, your last name, and last 4 digits of your social security number. Example: Jsmith1234

Your initial password will be the last 4 digits of your social security number. Example: 1234

The first time you log on, you will be prompted to change your password. Keep this password – there is no expiration on this password.

Click Log in.
You will then be prompted with the screen below to change your password.

Your new password needs to be at least 8 characters long, contain at least 1 number and at least one uppercase character and one lower case character.

Your “current password” is the initial password – last 4 digits of your social security number.

You are required to enter a password hint to help you remember your password.

You will also be prompted to complete security questions once you change create your password.