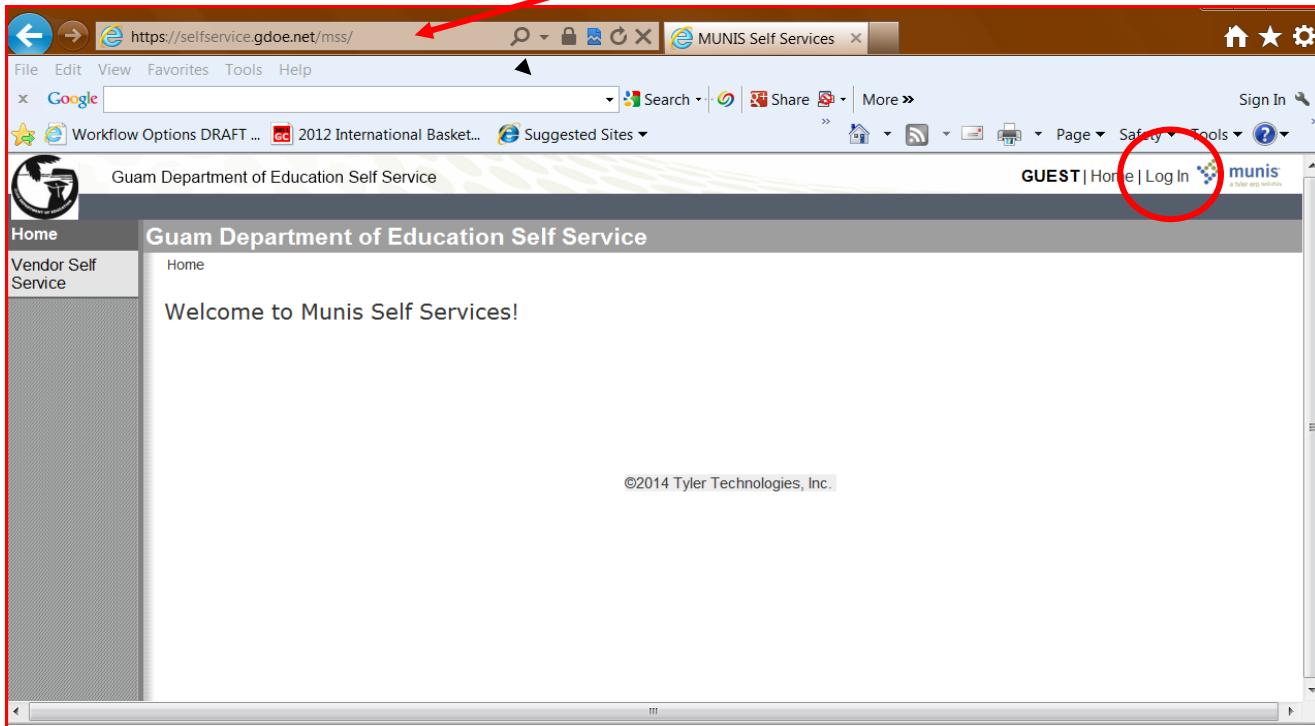
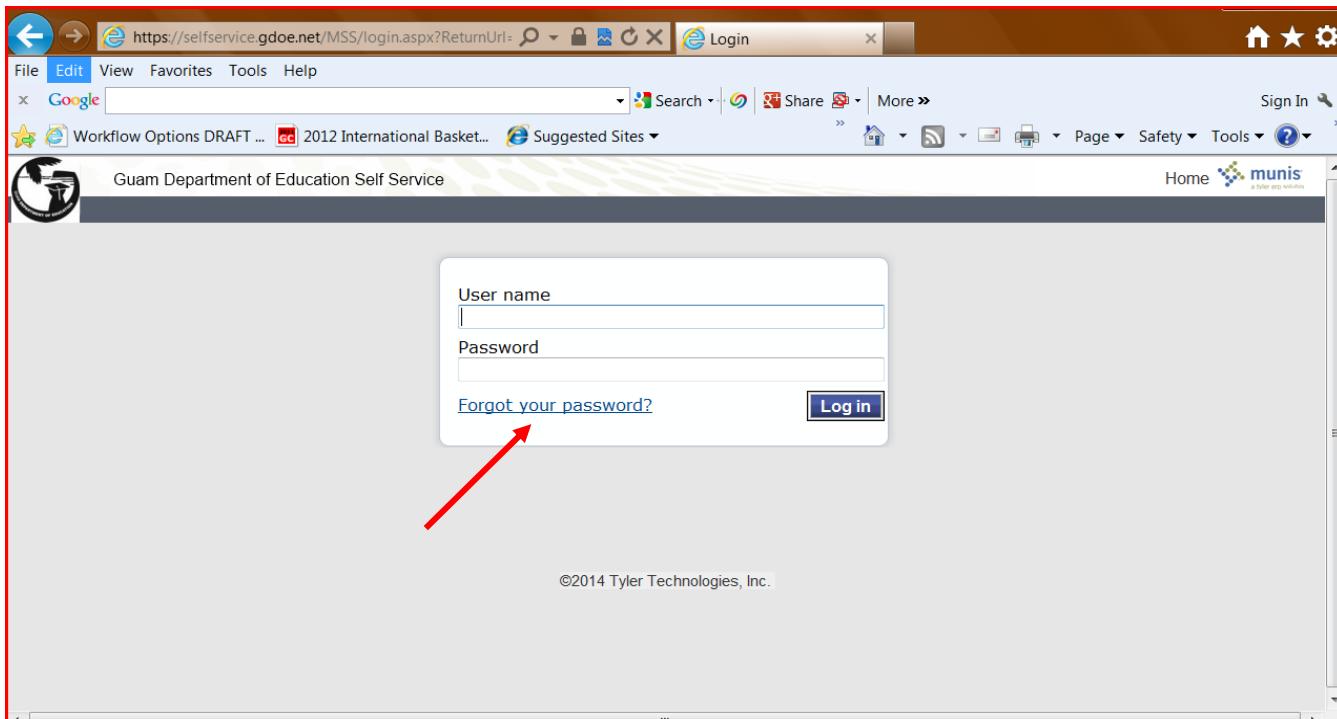


Procedure to Reset Your ESS Password

1. Login to the Employee Self Service website: <https://selfservice.gdoe.net/mss> and click on **Log In**.

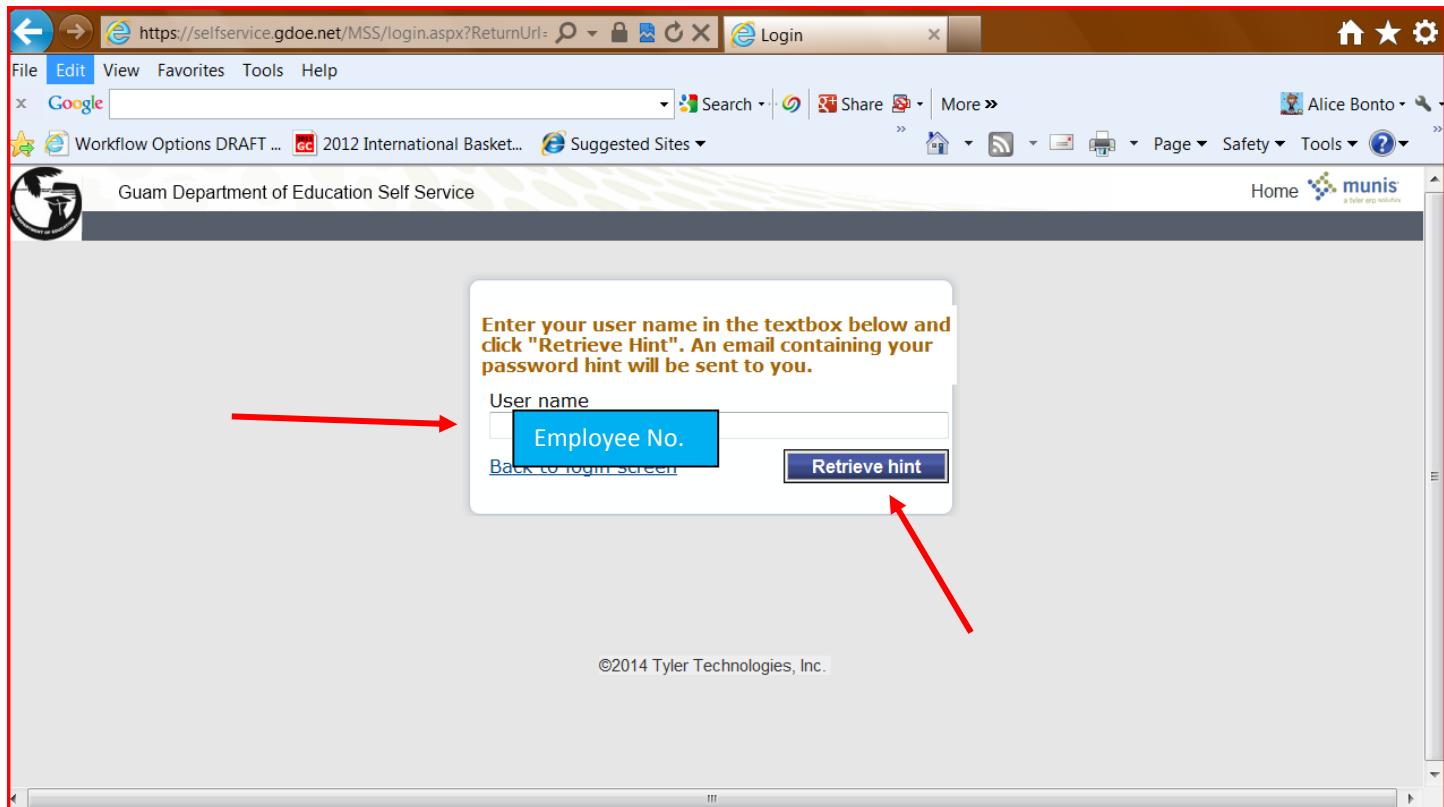


2. Click on “Forgot your Password” option.

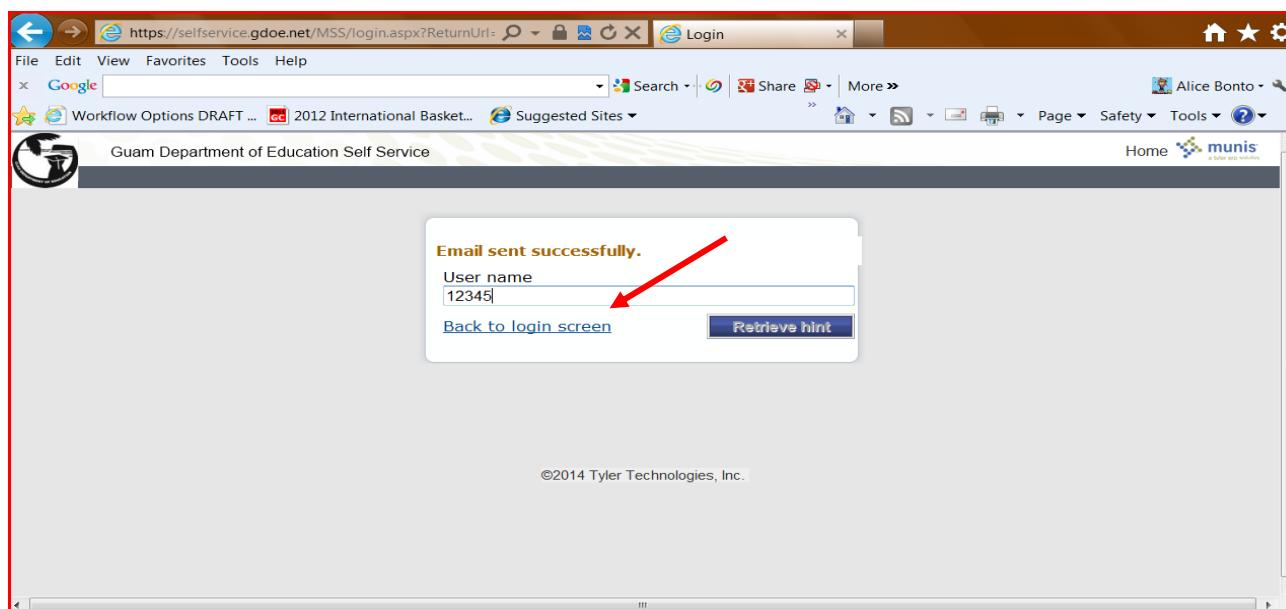


Procedure to Reset Your ESS Password

3. Enter your **User name** in the box which is your **Employee Number** and click on the **Retrieve Hint** box.

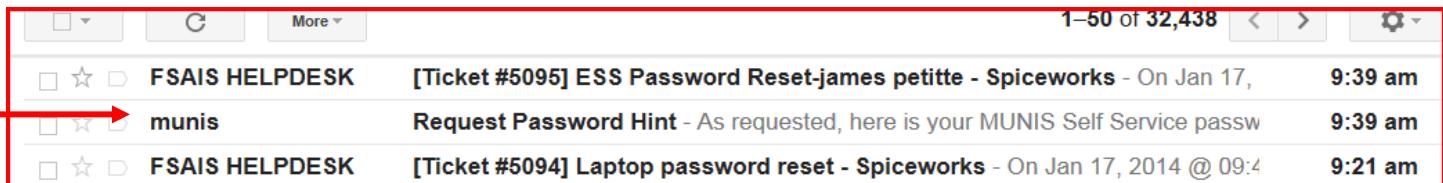


4. Wait until you receive the message “**Email sent successfully.**” Please note that you will **need a GDOE Email account** to receive the GDOE Munis Reset Password message.



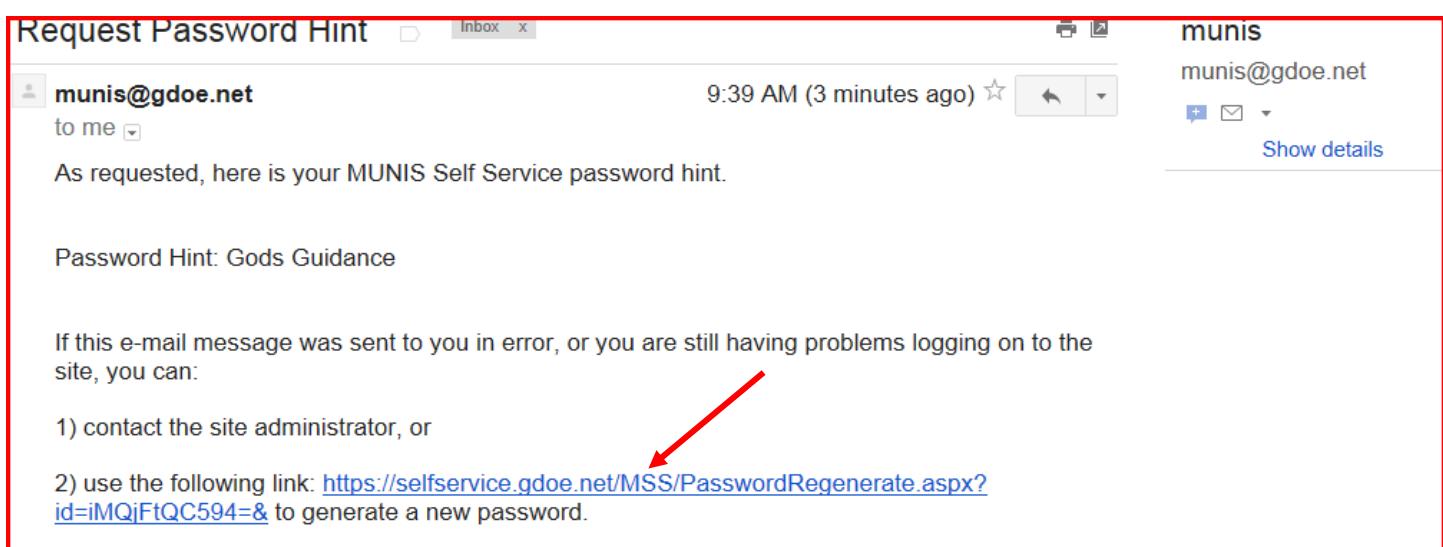
Procedure to Reset Your ESS Password

5. Access your GDOE Email Account and locate an email from “**munis**” with the subject “**Request Password Hint**”.



1–50 of 32,438	<	>	More
<input type="checkbox"/> FSAIS HELPDESK	[Ticket #5095] ESS Password Reset-james petite - Spiceworks - On Jan 17,	9:39 am	
<input type="checkbox"/> munis	Request Password Hint - As requested, here is your MUNIS Self Service passw	9:39 am	
<input type="checkbox"/> FSAIS HELPDESK	[Ticket #5094] Laptop password reset - Spiceworks - On Jan 17, 2014 @ 09:4	9:21 am	

6. See screen shot below for a sample email from Munis. You can use the Password hint to help you remember or Please **click on the link** specified on step 2 to reset your password.



Request Password Hint

munis@gdoe.net to me 9:39 AM (3 minutes ago)

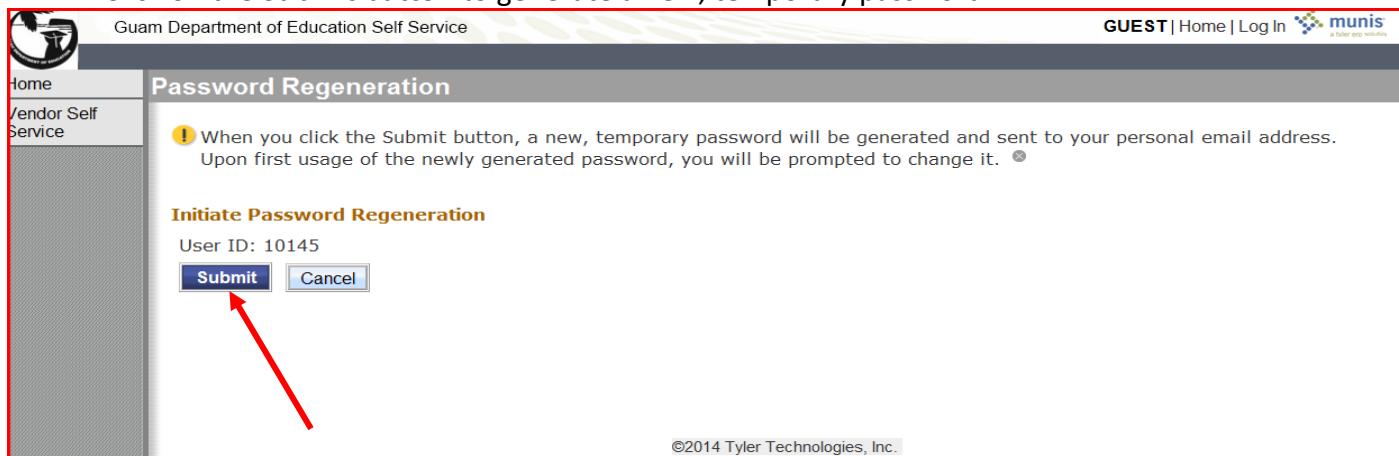
As requested, here is your MUNIS Self Service password hint.

Password Hint: Gods Guidance

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://selfservice.gdoe.net/MSS/PasswordRegenerate.aspx?id=iMQjFtQC594=&> to generate a new password.

7. Click on the **Submit button** to generate a new, temporary password.



Guam Department of Education Self Service

GUEST | Home | Log In munis

Home

Vendor Self Service

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

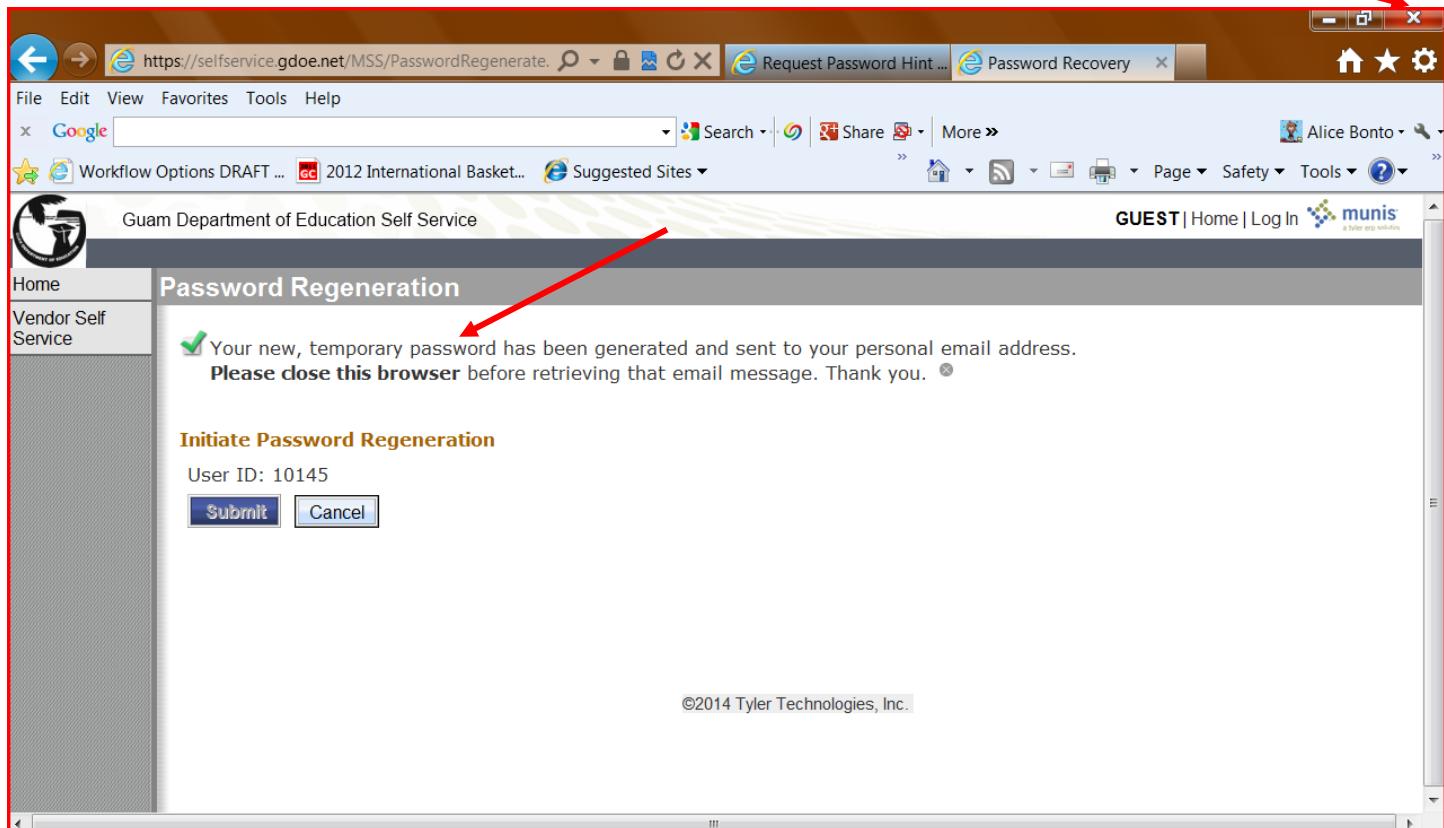
User ID: 10145

Submit Cancel

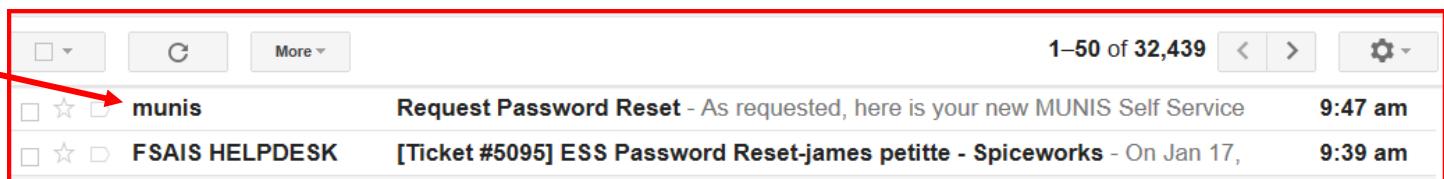
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Procedure to Reset Your ESS Password

8. **Close this browser** once it notifies you that the new, temporary password has been sent to your GDOE Email account.

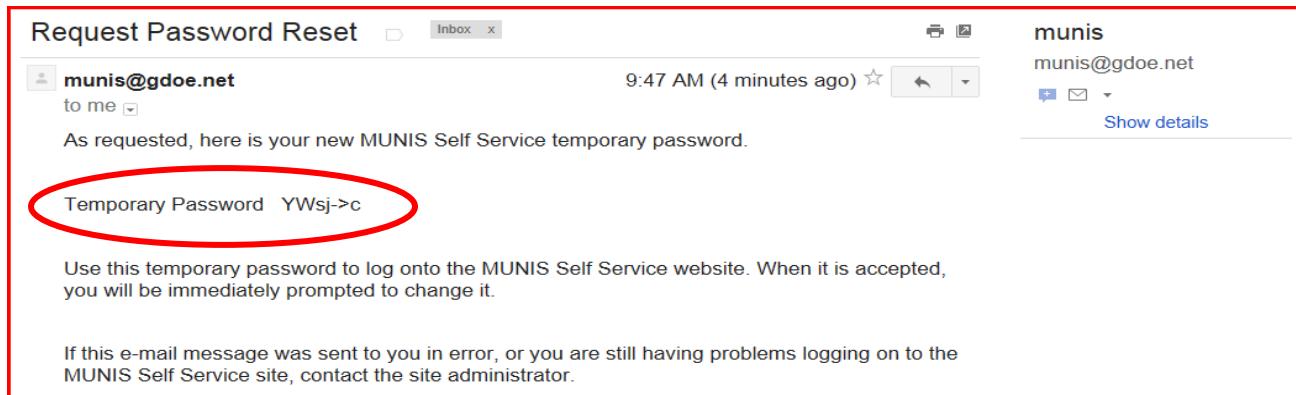


9. Access your GDOE Email account and locate an email from "munis" with the subject matter "Request Password Reset".



Procedure to Reset Your ESS Password

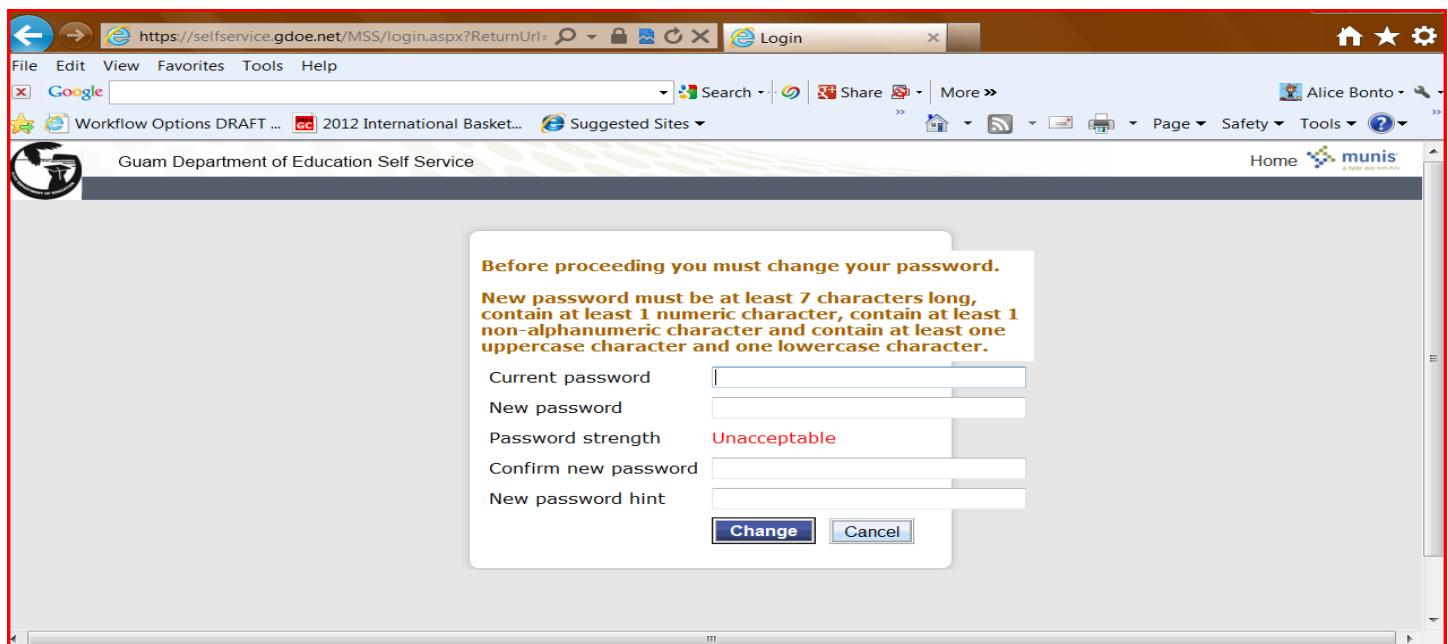
10. See screen shot below for a sample email. Note the **Temporary Password** .



12. Access the ESS website: <https://selfservice.gdoe.net/mss>

13. Use the temporary password to login.

14. The system will request you to change your password. Please note that at this point your **Current password is still your temporary password** until you are successful in changing the password.



15. If you are still not successful in resetting your password, please submit a ticket to our **FSAIS Helpdesk Site**: <https://helpdesk.gdoe.net/portal>. Use your network username and password to login.