

# **MUNIS SELF HELP**

To View Employee Information in Munis:

**Go directly to [lpsb.munisselfservice.com](https://lpsb.munisselfservice.com)**

**Username: 1st initial last name and employee id #**

**Password: last 4 of Social**

**The first time you log on you will be asked to change your password.**

Once you have logged in successfully you can:

- Click on "My Account" to change your password.
- Click on "Employee Profile" to change, delete or add a phone number or Click on Employee Self Service > Personal Information
- Click on Pay/Tax Information for YTD, W-2 or W-4 or Paycheck Simulator information

Click on Time Off for to see a summary