How do I reset my Employee Self Service password?

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If you forget your Lawrence Self Service password please follow the directions below to reset it.

Resetting your Lawrence Self-Service Password

1. At the Self Service login page, click on the link labelled "**Forgot your password?**".

2. Enter your **User name** (this is not your LPS account name), then click the button labelled "**Retrieve hint**". This will send an email to your school email account.

NOTE: Your User name is your Munis Employee ID that is printed on your paycheck/pay stub. If you can't find your Employee ID check out the article on "[How do I find my Employee Self Service Username?](#)**".**

3. You will receive an email from **noreply@cityoflawrence.com** labelled "**Request Password Hint**". This will provide you with a hint to your current password as well as a link to reset your password.

4. Clicking on the link at the bottom you will take you to the **Password Regeneration** page where you can reset your password.

5. Click on the **Submit** button to reset your password.

6. Clicking submit will send you another email from **noreply@cityoflawrence.com** labelled "**Request Password Reset**". This will include a temporary password you can use to log in and change your password.

7. Return to the Self Service log in page and log in using the temporary password you received. Then follow the directions to change your password.