How do I log into the Employee Self Service portal?

The Self Service portal is used to perform special tasks such as requesting and tracking for professional, sick or vacations days and various other employee functions. Please follow these directions to log into the system.

Log in to Employee Self Service

1. Visit the [Lawrence Public School website](#) located at http://www.lawrence.k12.ma.us

2. Click on the **Faculty** tab from the menu at the top of the page, then select "**Employee Self Service**".
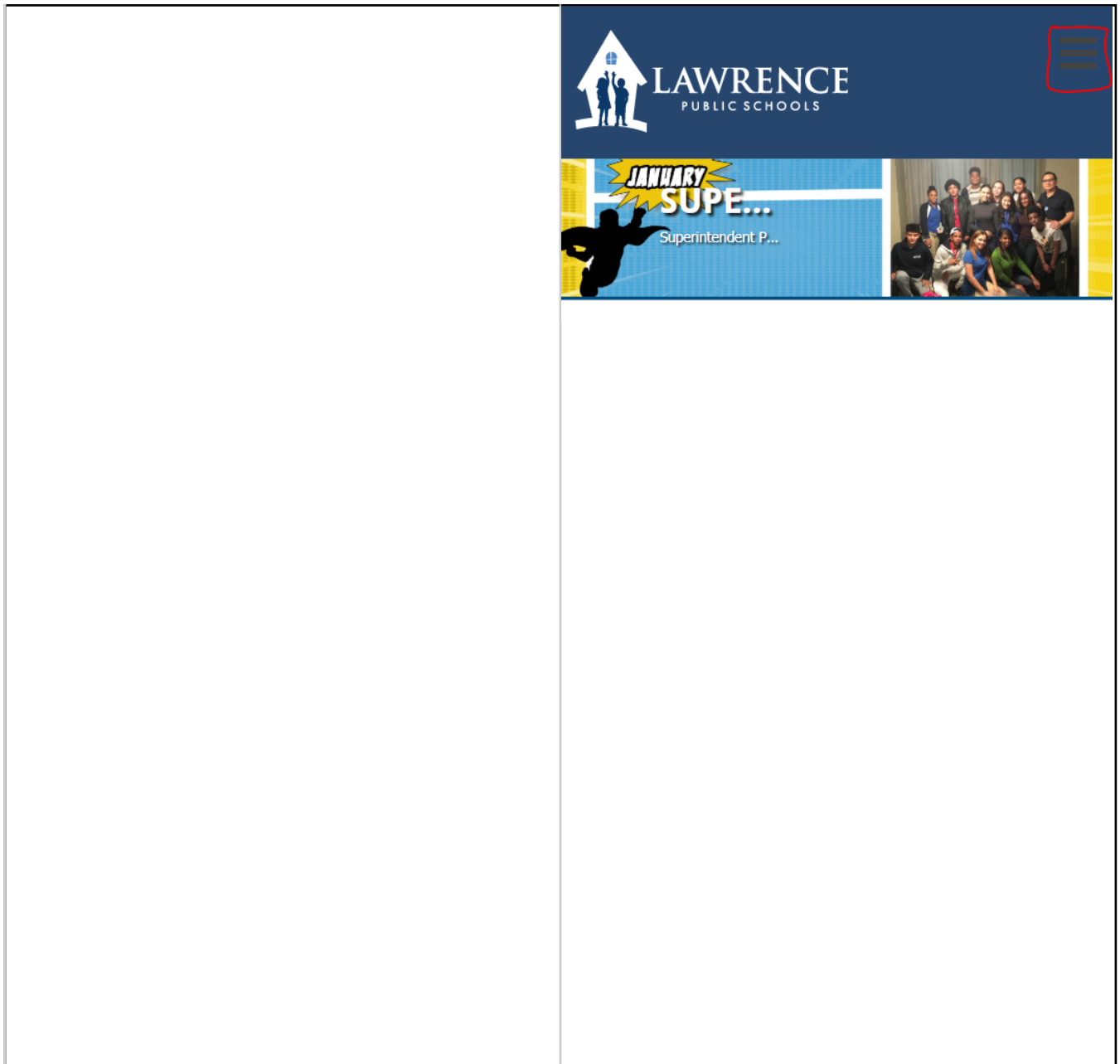
Faculty   Schools   Careers

FACULTY

Code of Conduct

Clever Login Portal

Employee Self Service

ESPED

Extra Duty Job Postings

Google Apps

Google Drive for Education

Forms

IS&T Help Desk

MassHealth MUNI Login

Payroll Information

Policies

Powerschool for Teachers

Powerschool for Admins
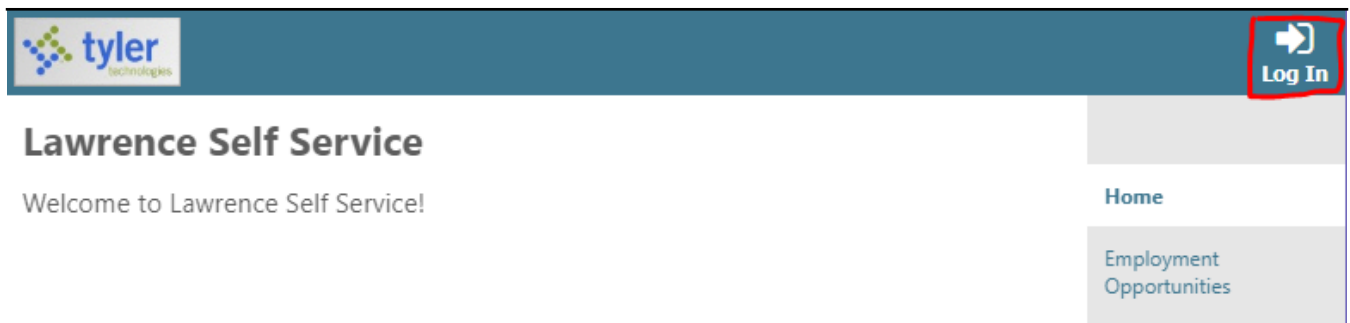
Sontag Prize in Urban Education

TeachPoint Login

WebMail

YouTube for Edu

NOTE: On mobile devices you may need to tap on the Menu icon before you can select the Faculty menu.

3. At the Self Service page, click on the **Log In** icon located at the top-right of the page.

4. At the Login page, enter your username and password to log into the system.

NOTE: Your username 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 retrieving your user name.

NOTE: If you are a new employee or have never logged in before the password will be set to the last 4 digits of your Social Security number. Upon logging in you will immediately be prompted to change your password. If you need to reset your password check out the article on resetting your Employee Self Service password.