

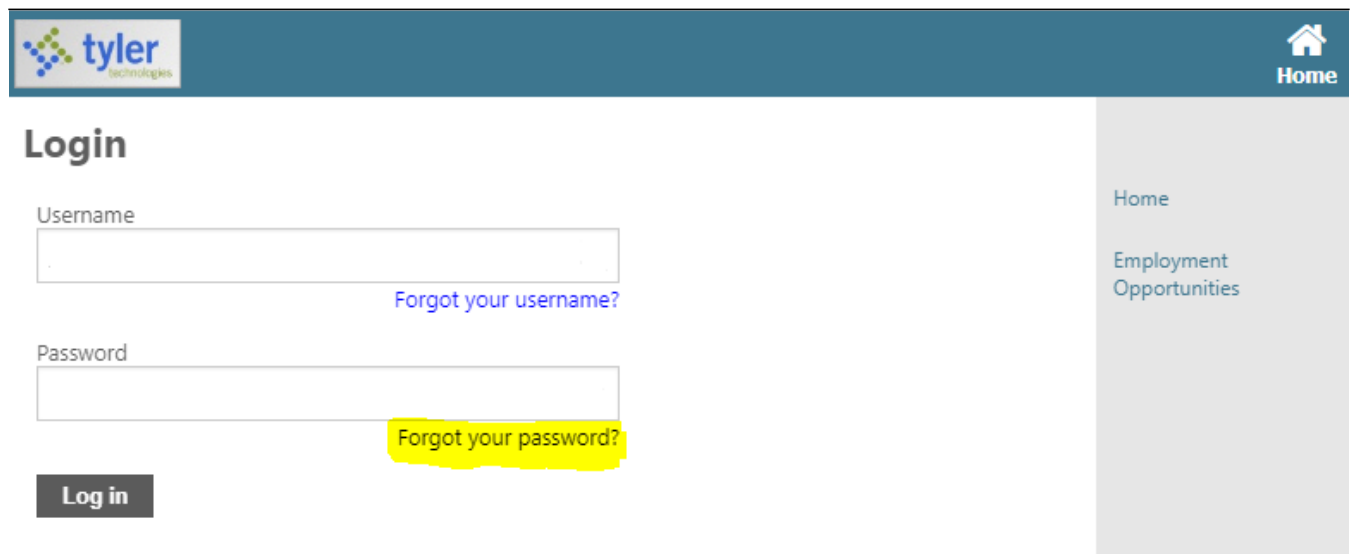
How do I reset my Employee Self Service password?

14 September 16, 2020 [Employee Self Service](#) 2609

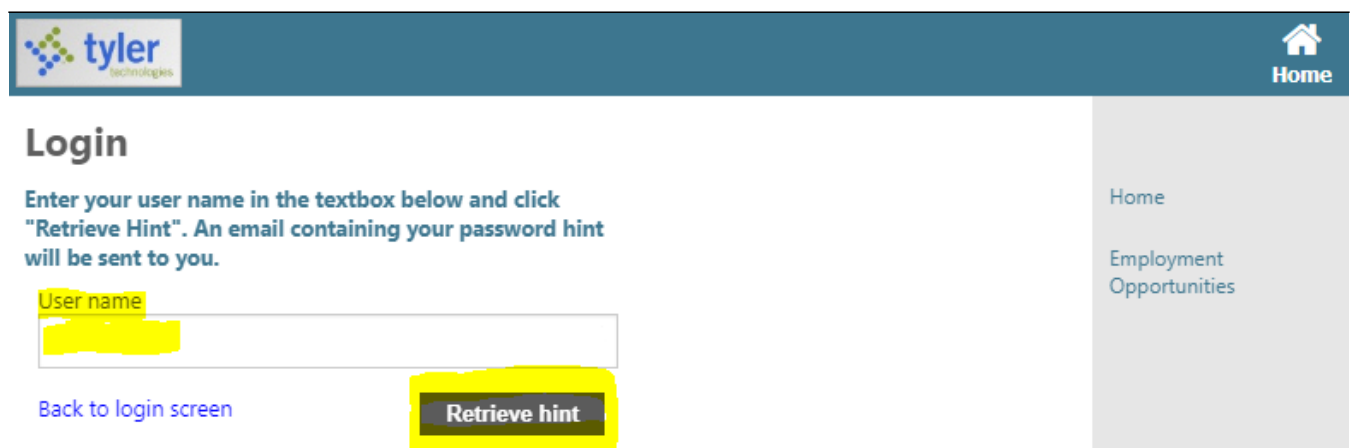
If you forget your Lawrence Self Service password please follow the directions below to reset it.

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.

As requested, here is your password hint.

Password Hint: Ask Me

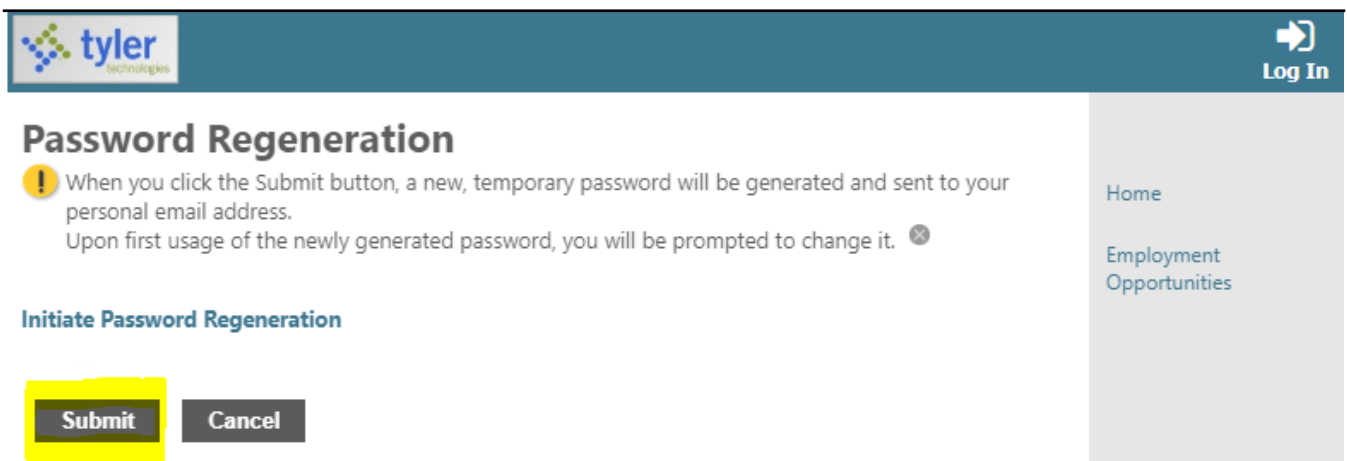
If this e-mail message was sent to you in error, or you are still having problems logging on to the site, you can:

1) contact the site administrator, or

2) use the following link: <https://lawrence.munisselfservice.com//PasswordRegenerate.aspx?id=Y6ubpSydk7c=&> to generate a new 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.

The screenshot shows the 'Password Regeneration' page. At the top is a blue header with the 'tyler technologies' logo on the left and a 'Log In' button with a right-pointing arrow on the right. Below the header, the page title 'Password Regeneration' is displayed. A yellow warning icon with an exclamation mark is followed by text: '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.' Below this is a blue link 'Initiate Password Regeneration'. At the bottom left are two buttons: 'Submit' (highlighted with a yellow box) and 'Cancel'. On the right side, there is a vertical navigation menu with links: 'Home', 'Employment Opportunities', and 'Log In' (which is the button in the header).

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.

As requested, here is your new MUNIS Self Service temporary password.

Temporary Password:

Use this temporary password to log onto the [MUNIS Self Service website](#), not the mobile app. When it is accepted, you will be immediately prompted to change it.

If this e-mail message was sent to you in error, or you are still having problems logging on to the MUNIS Self Service site, contact the site administrator.

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.

Login

Before proceeding you must change your password.

New password must be at least 5 characters long and contain at least 1 numeric character.

Current password

New password

Password strength Unacceptable

Confirm new password

New password hint

Change

Cancel

Home

Employment
Opportunities

Online URL: <https://kb.lawrence.k12.ma.us/article.php?id=14>