

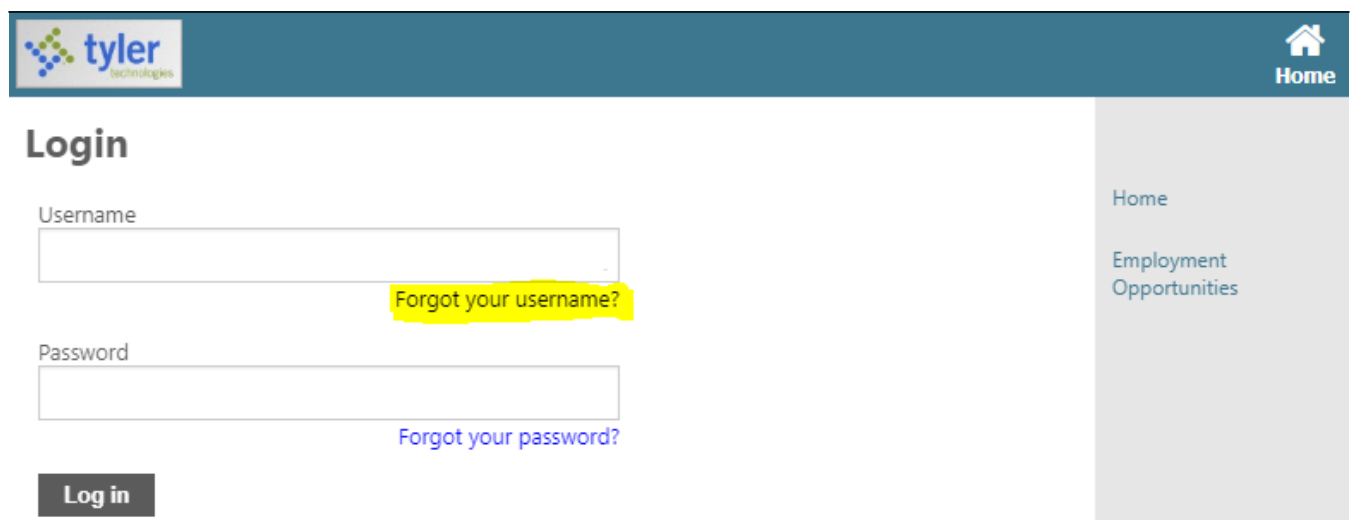
# How do I find my Employee Self Service Username?

15 August 26, 2020 [Employee Self Service](#) 86526

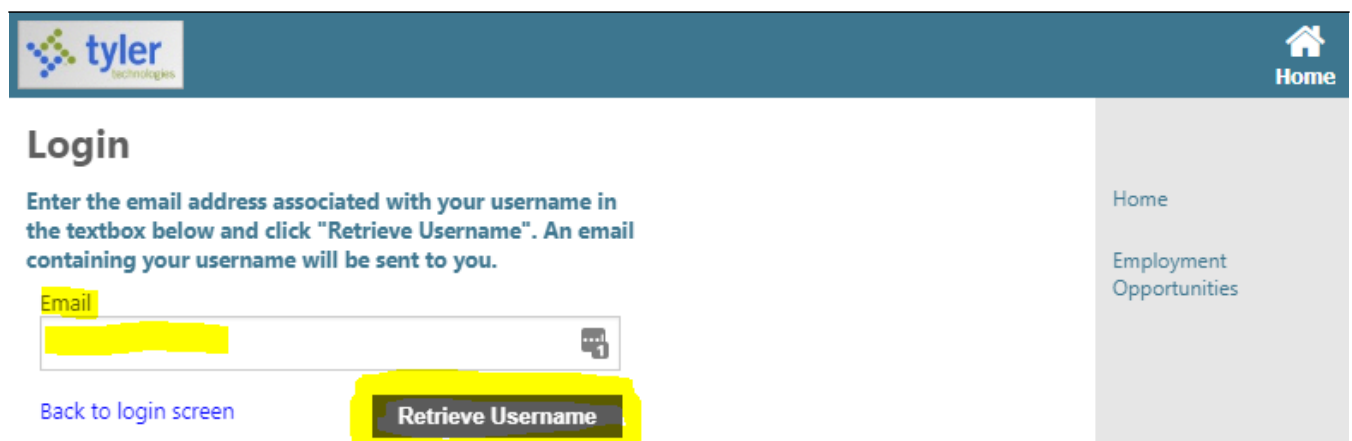
If you need help finding your User name (also known as your MUNIS employee ID number) please follow the directions below to retrieve it.

## Retrieving Your User name (Employee ID)

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



2. On the next page enter your LPS email address, then click on the button labelled "**Retrieve Username**". You will then see a confirmation message and an email will be sent to your LPS email account.



3. You will receive an email from **noreply@cityoflawrence.com** labelled "**Request Forgotten Username**". This is the username you will need to use to log onto the Self Service system.

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As requested, here is your username:

If this email was sent to you in error, or you are still having problems logging on to the site, contact the site administrator.

Online URL: <https://kb.lawrence.k12.ma.us/article.php?id=15>