To access your Employee Self Service account, follow the steps below.

Go to [www.marietta-city.org](http://www.marietta-city.org)

Click on the STAFF button.

The Employee Portal web page opens.

Scroll down until you see the Employee Self Service icon.

Click on the icon to open the Employee Self Service Web page.

This is the Employee Self Service Web page.

Scroll down to locate the link.
Click on the link in yellow to open the ESS login page.

**First time login:**

Username: **Employee ID #**

Password: **last 4 of SSN**

It will have you reset your password to use the next time you login.

https://mcsdga.munisselfservice.com/login.aspx  (=working link)

Username: **Employee ID #**

Password: **What you changed it to at initial login**

**NOTE:** The email address associated with your ESS account is your Marietta City Schools email address. For the **forgot your username/password** email prompts, you **must** use your Marietta City schools email address.

**For HELP with ESS:**

Human Resources maintains the login/passwords and information in ESS.

Email: **esshelp@marietta-city.org**