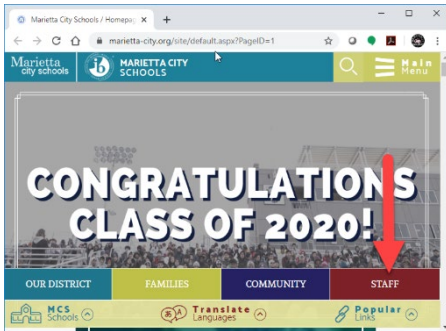




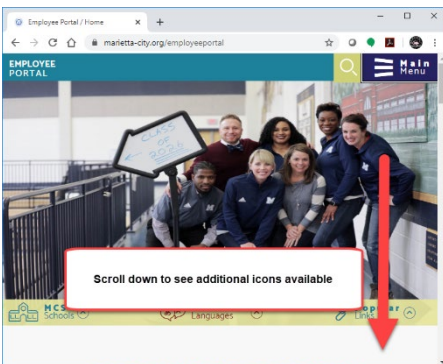
# Employee Self Service Instructions

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



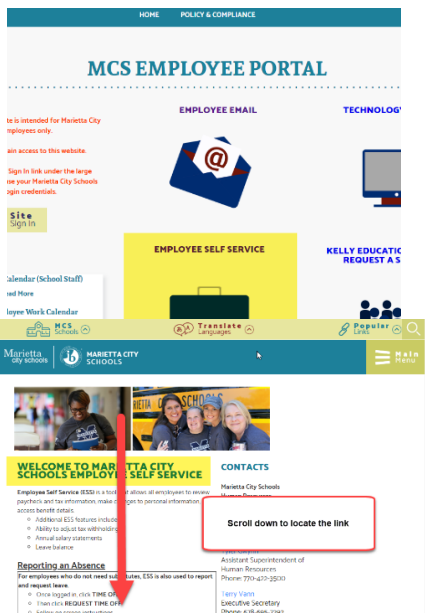
Go to [www.marietta-city.org](http://www.marietta-city.org)

Click on the STAFF button.



The Employee Portal web page opens.

Scroll down until you see the Employee Self Service icon.



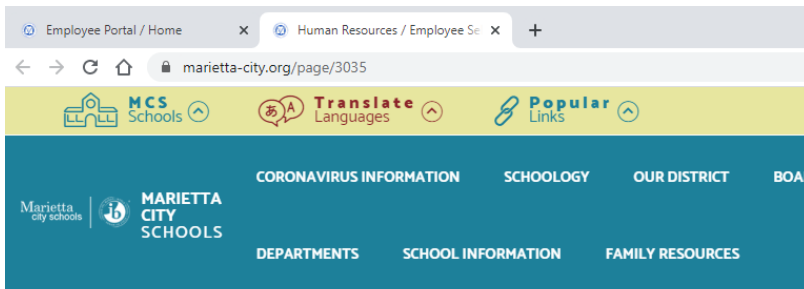
Click on the icon to open the Employee Self Service Web page.

This is the Employee Self Service Web page.

Scroll down to locate the link.



# Employee Self Service Instructions



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

Click the Link Below for Paycheck Information and all other Employee Services

<https://mcsdga.munisselfservice.com/login.aspx>

Follow username/password instructions below to log into your account.

- USERNAME is your EMPLOYEE ID Number
- Initial PASSWORD is the last 4-digits of your social security number
- If you are having problems logging in to this site, please contact the ESS Help Desk at [esshelp@marietta-city.org](mailto:esshelp@marietta-city.org)
- For your protection, when you are finished editing/review your information, please LOGOFF.

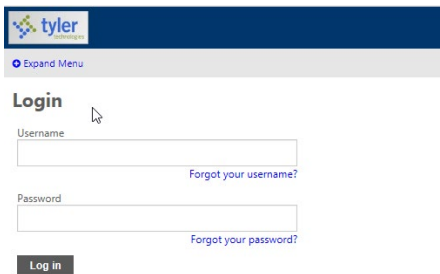
## First time login:

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](mailto:esshelp@marietta-city.org)