



THE CITY OF SANTA FE

How to Activate Employee Self Service (ESS) Account

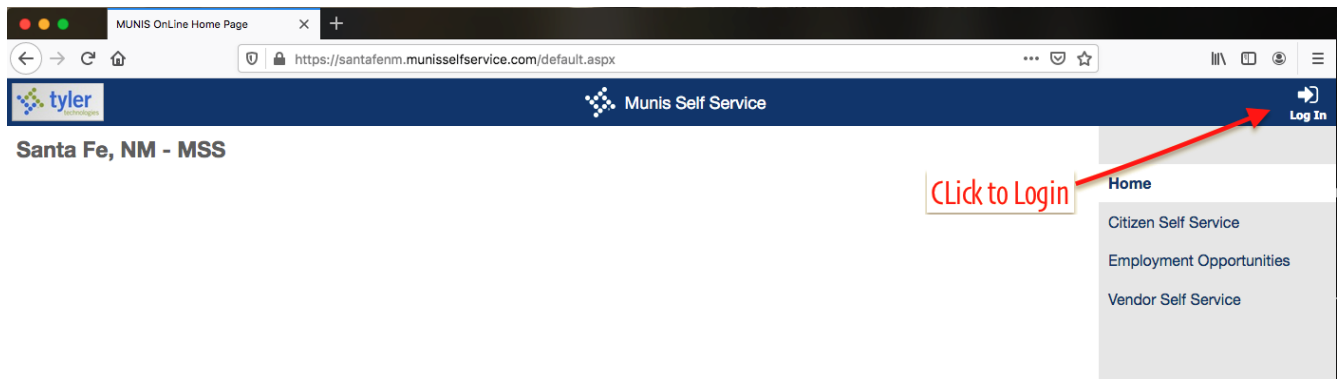
Web Address: <https://santafenm.munisselfservice.com/default.aspx>

Objective

This document will provide step-by-step directions on how to activate your personalized City of Santa Fe Employee Self Service (ESS) Account.

Procedure

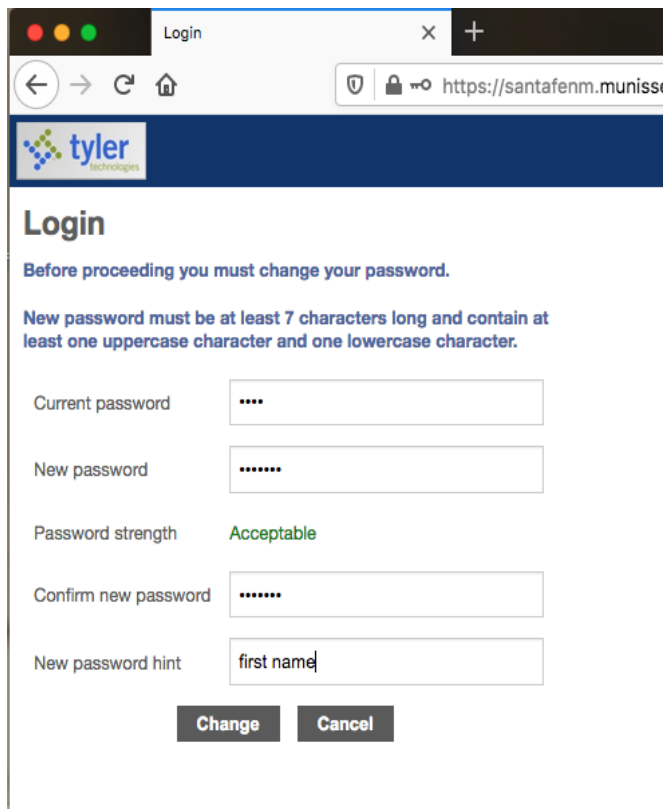
1. To begin, please visit <https://santafenm.munisselfservice.com/default.aspx>
2. Select the Log In icon as indicated below:



3. At the login screen, enter your Munis Employee ID for your user name and the initial password is the last four digits of your SSN.
Please note: If your legacy Employee ID begins with "100," remove a "0." For example, if your Employee ID is 1003361, in Munis, it is now 103361. If your Employee ID begins with anything other than "100," it remains the same.

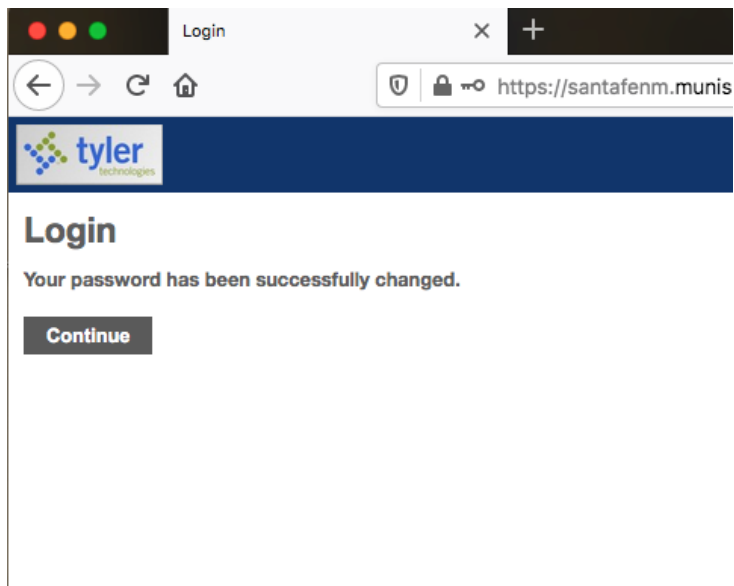
4. The system will then prompt you to change your password.

Please note: Your password must contain letters and numbers and must be 6 or more characters total. If your password is “acceptable” in strength, the system will return a green text label as indicated below.



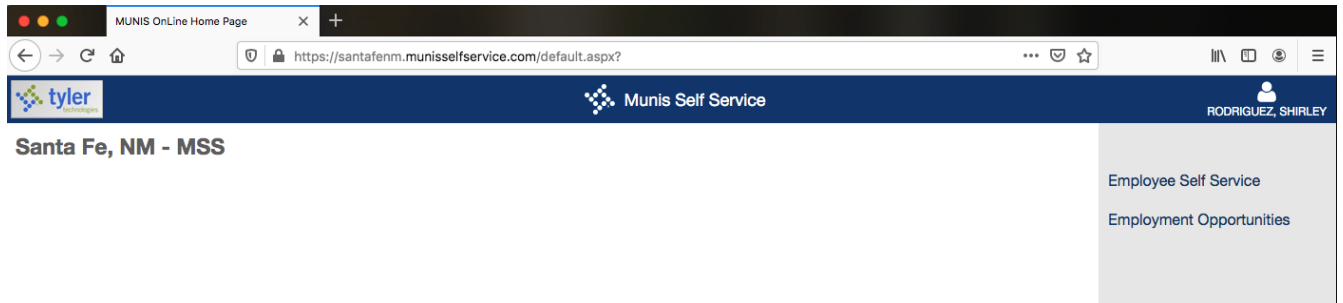
The screenshot shows a web browser window with the address bar displaying `https://santafenm.munis`. The page has a dark blue header with the "tyler technologies" logo. Below the header, the page title is "Login". A message states: "Before proceeding you must change your password." Below this, a note specifies: "New password must be at least 7 characters long and contain at least one uppercase character and one lowercase character." The form contains five input fields: "Current password" (masked with four dots), "New password" (masked with six dots), "Password strength" (displaying "Acceptable" in green), "Confirm new password" (masked with six dots), and "New password hint" (containing the text "first name"). At the bottom of the form are two buttons: "Change" and "Cancel".

5. Once you've successfully changed your password, the system will return the following message:

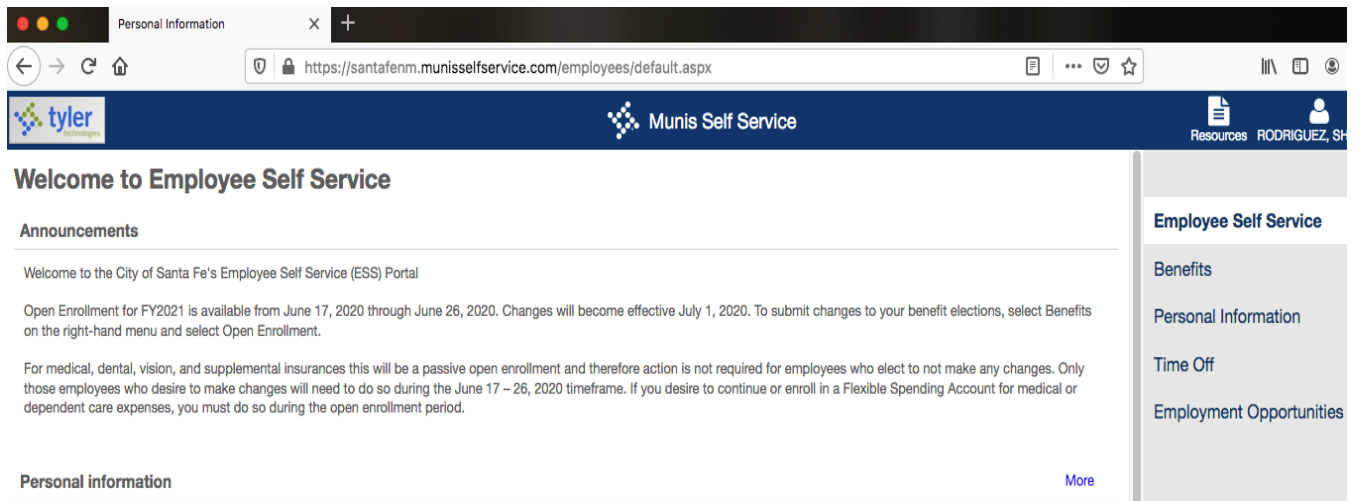


The screenshot shows the same web browser window. The page title is still "Login". A message states: "Your password has been successfully changed." Below this message is a single button labeled "Continue".

6. You may now click the “home” icon to access Employee Self Service.



7. Select the Employee Self Service option to access your personalized City of Santa Fe Employee Self Service portal.



If you need assistance with accessing your account, please email HCMHelp@santafenm.gov.