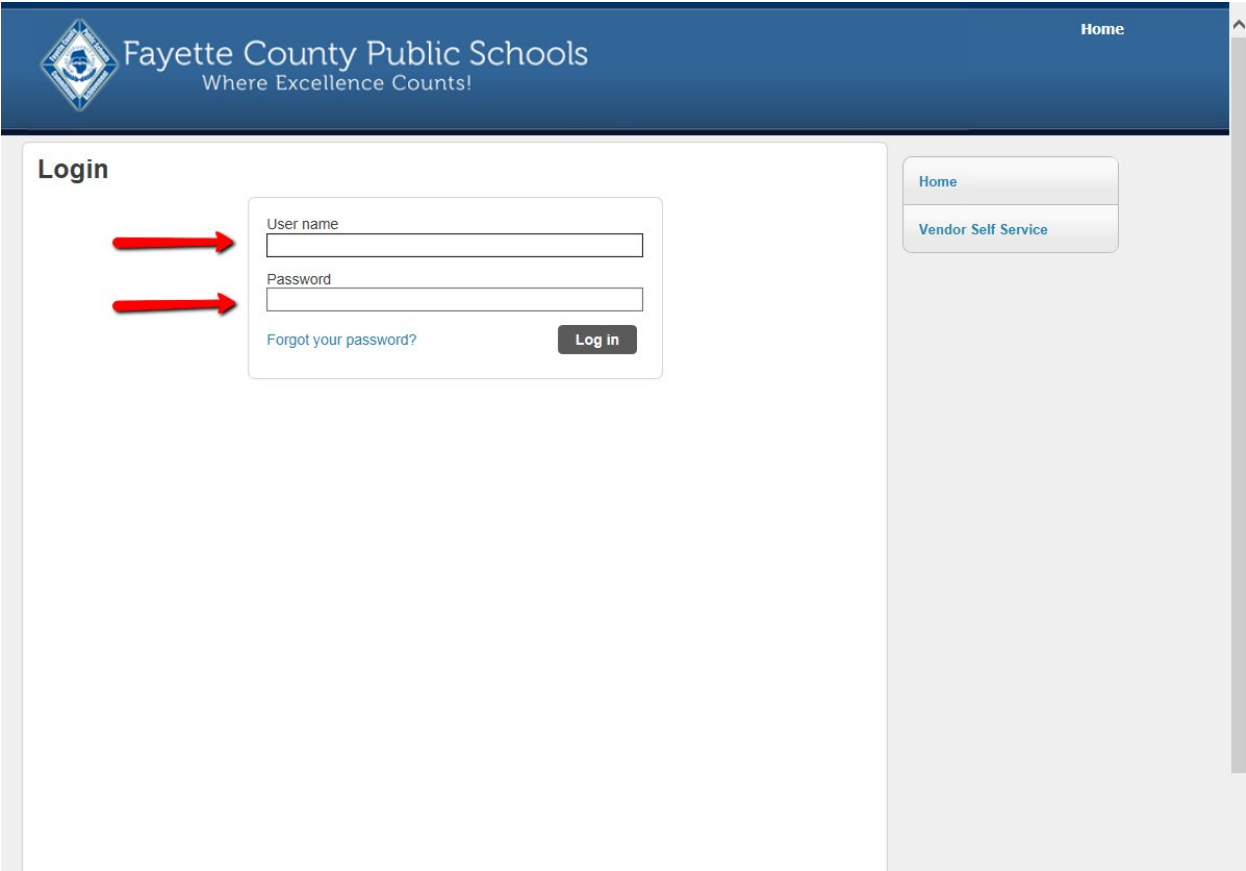


FCBOE EMPLOYEE SELF SERVICE

The website for Employee Self Service is <https://fayetteboe.munisselfservice.com/login.aspx>
It can also be accessed through the Staff web page on fcboe.org. You will need to login to get started.
Do not choose Vendor Self Service.



Your user name is your last name plus your FCBOE employee number. Your initial password is the last four digits of your Social Security Number. If you have forgotten your password all communications to change it will go to your personal email address.

Fayette County Public Schools
Where Excellence Counts!

Home

Login

User name
Childers25696

Password
••••

[Forgot your password?](#)

[Home](#)
[Vendor Self Service](#)

After you log in you will be prompted to change your password.

The screenshot shows the Fayette County Public Schools website header with the logo and the text "Where Excellence Counts!". The page title is "Login". A central form prompts the user to change their password. The form includes the following fields and elements:

- Message: "Before proceeding you must change your password."
- Requirement: "New password must be at least 4 characters long."
- Current password: Input field with 4 dots.
- New password: Input field with 4 dots.
- Password strength: "Acceptable" (in green text).
- Confirm new password: Input field with 4 dots.
- New password hint: Input field with "GT POB".
- Buttons: "Change" and "Cancel".

On the right side of the page, there are two buttons: "Home" and "Vendor Self Service".

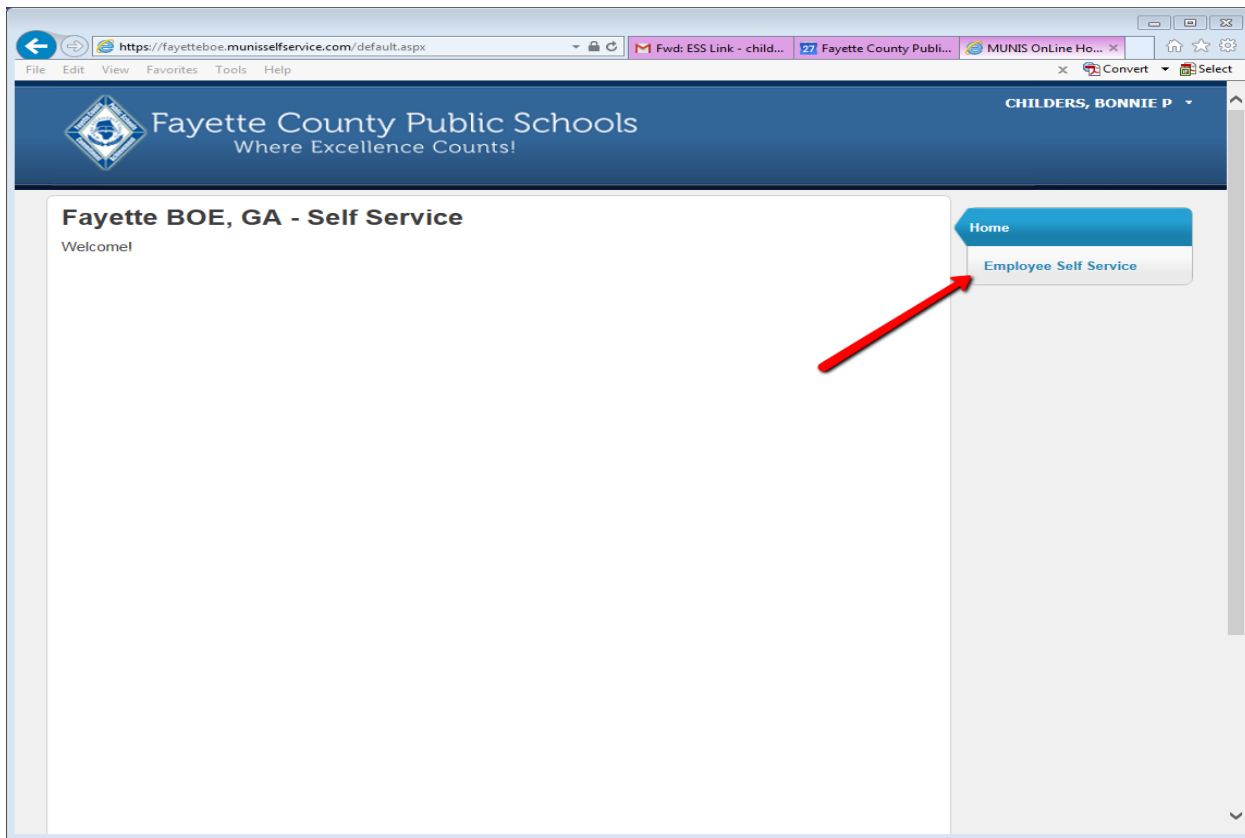
Now that you have changed your password, you may continue in the system.

The screenshot shows the Fayette County Public Schools website header with the logo and the text "Where Excellence Counts!". The page title is "Login". A central message box displays the following information:

- Message: "Your password has been successfully changed."
- Button: "Continue" (highlighted with a red arrow).

On the right side of the page, there are two buttons: "Home" and "Vendor Self Service".

Click on Employee Self Service to view your information.



You now have access to pay, personal and leave information by selecting the various tabs on the right side of the screen. Any training documents are listed under Required Reading. ESS is also used for mileage and travel reimbursement. If you have questions concerning information and access on Employee Self Service, please call the following:

Initial Access, Password and User ID, Leave – D’Jhona Harris 770-460-3535 x1014

Password and User ID – Deb Scharfenberg 770-460-3535 x1020

Payroll Questions– Stephanie Reed 770-460-3535 x1045