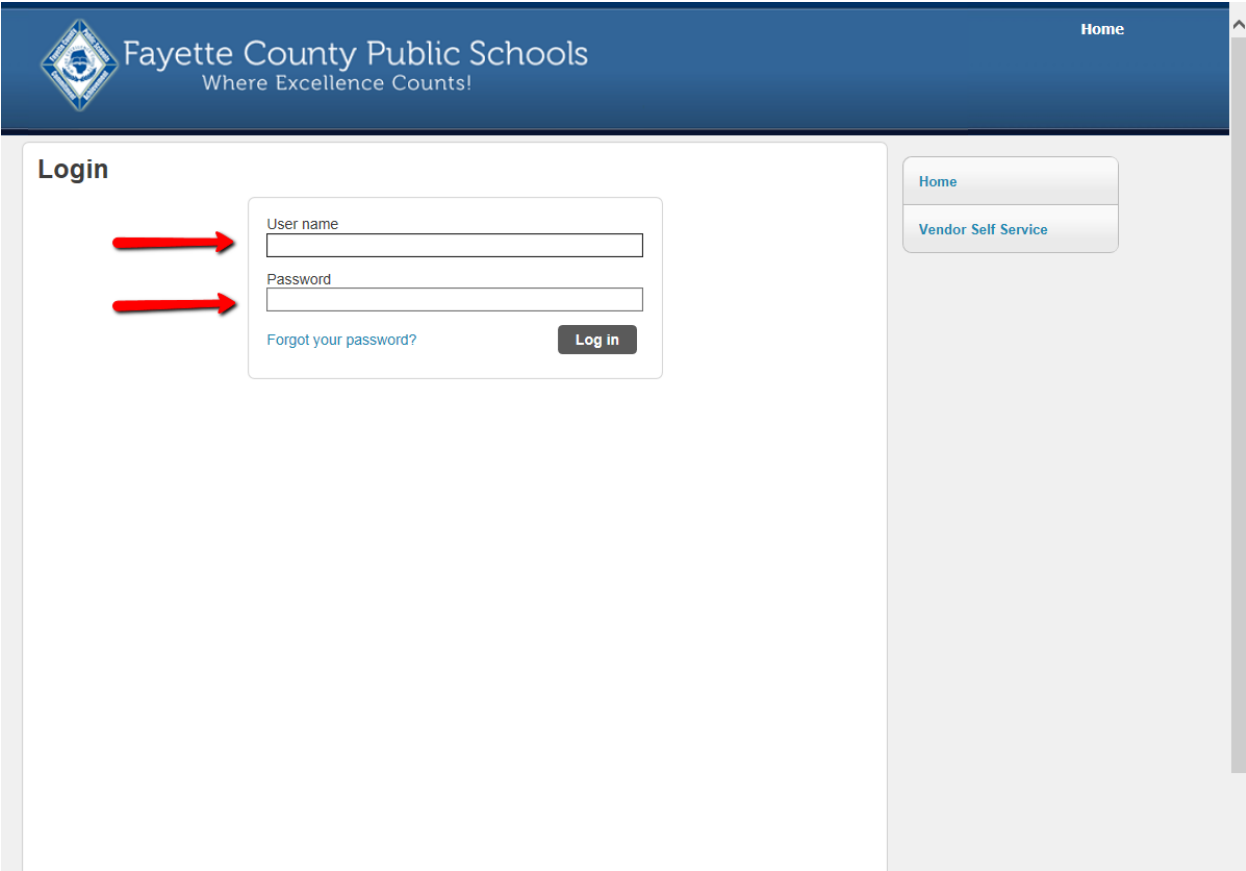


FCBOE EMPLOYEE SELF SERVICE

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.

The screenshot shows the login interface for Fayette County Public Schools. The header includes the school district logo and the text "Fayette County Public Schools Where Excellence Counts!". The main content area is titled "Login" and contains a form with the following elements:

- User name:** A text input field containing the value "Childers25696".
- Password:** A text input field with four black dots representing a masked password.
- Log in:** A dark grey button with white text.
- Forgot your password?:** A blue text link.

Two red arrows are drawn on the page, pointing to the "User name" and "Password" input fields. On the right side of the page, there is a vertical sidebar with two buttons: "Home" and "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 contains 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.

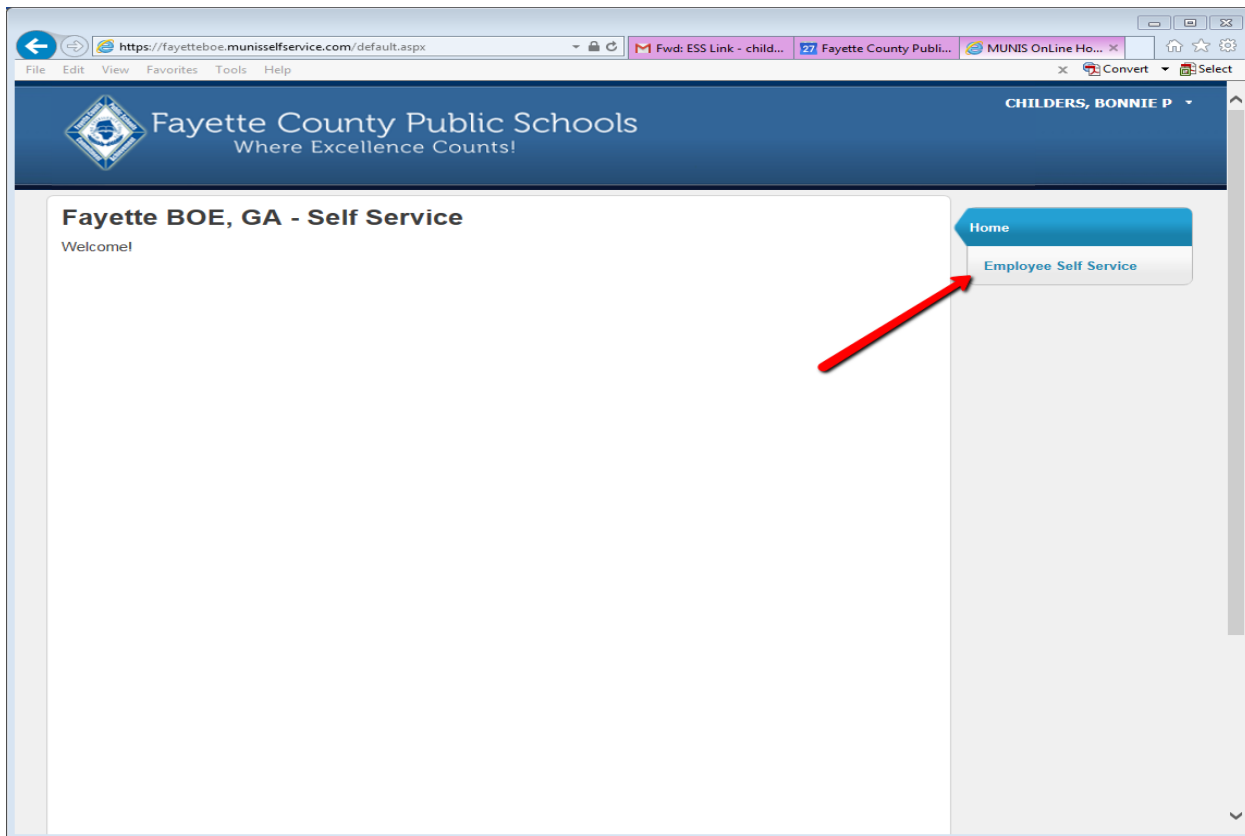
The screenshot shows the Fayette County Public Schools website header with the logo and the text "Where Excellence Counts!". The page title is "Login". A central message box displays the following text:

Your password has been successfully changed.

Below the message is a "Continue" button, which is highlighted by 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 – Heather Burdette 770-460-3535 x123

Password and User ID – Deb Scharfenburg 770-460-3535 x119

Payroll Questions– Stephanie Reed 770-460-3535 (x130)