

Employee Self Service Login Instructions

Current employees may access Employee Self Service three different ways:

- 1) Go to the website at www.walton.k12.ga.us and click WCDS Portal then click Employee Self Service
- 2) Go to the website at www.walton.k12.ga.us and click Departments, then click Finance, then click Employee Self Service and then click Employee Self Service login
- 3) Install and open the app for Android or IOS. The app is called Munis ESS. The app will need to be configured with the Url for the site. The Url is <https://munss.walton.k12.ga.us/MSS>. You may also scan this Url from the bottom of your initial page of Employee Self Service when signed on to Employee Self Service on another device.

Regardless which of three ways you choose you must be a current employee and will need your Username and Password for Walton County School District. This is the same Username and Password for your email and the Portal.

Former employees will need to email financehelp@walton.k12.ga.us to get help.

If you are a current employee and are having problems logging into ESS, please email [PasswordReset@walton.k12.ga.us](mailto>PasswordReset@walton.k12.ga.us) from a personal email account and provide:

- Employee ID#
- Last 4 of SSN
- Date of Birth

A representative of the Walton County School District's Information and Technology Services Department will reply back to your email with a new password to allow login to the network and ESS.

Please note that upon leaving employment with WCSD and receiving your last paycheck, you will have approximately two weeks to access ESS to print any information you might need.