BCSD ESS- How to Log In the First Time in ESS

Log In:

Link: https://bibbcountyschools.munisselfservice.com
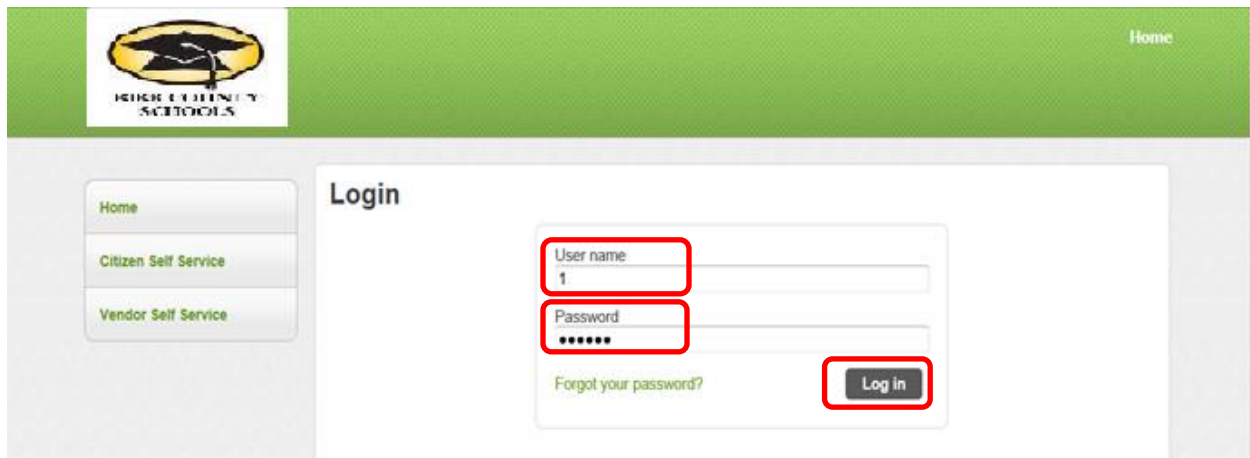
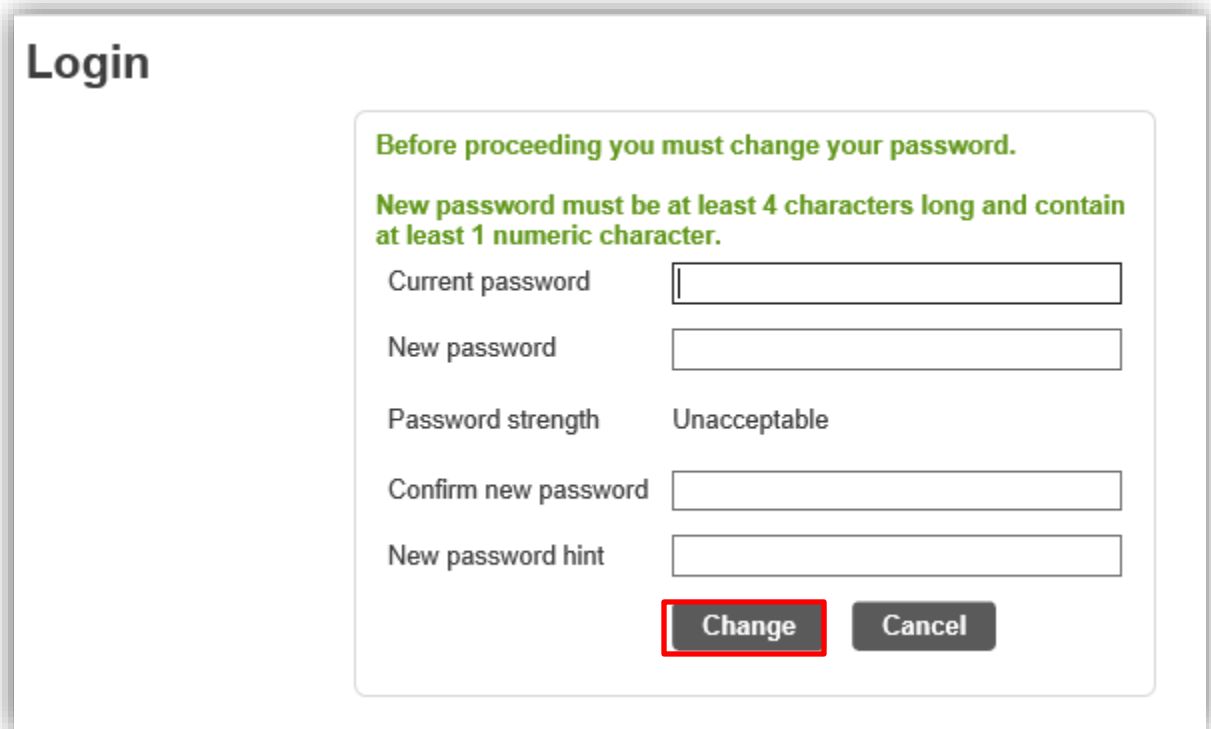1. Select the **Log In Icon** on the Top Right in the green ribbon.
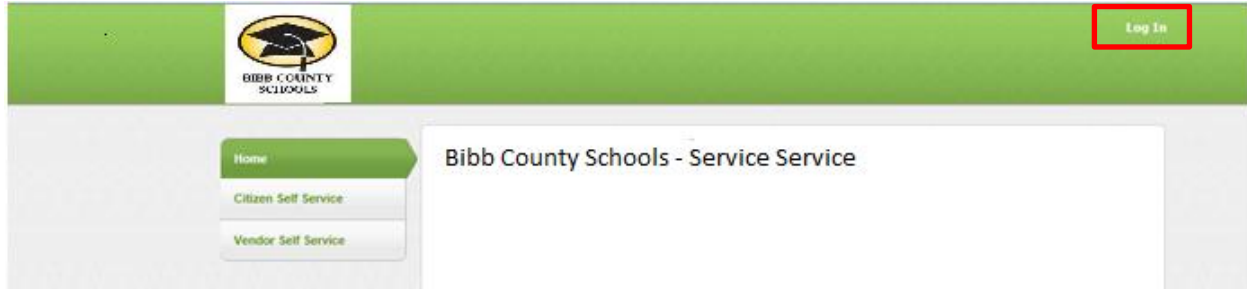
2. On the **Login Page**, enter your **Employee Number** in the **User Name field.**
3. Tab to the **Password Field** and enter your **four digit password**.
    ➢ Your initial password will be the **last four digits of your SSN#.** You will be required to change it on thie first log in to a four digit password that contain at least 1 numeric character.

4. Hit the **Log In** button.

5. For the **first log in**, a Login screen will display requiring you to change your password.
    ➢ Enter in the current password in the **Current Password field**.
    ➢ Enter in the new password in the **New Password field.** Your new password must be four digits long, and must contain at least 1 numeric character.
    ➢ Confirm the new password in the **Confirm New Password field.**
    ➢ Finally, enter in a hint in the **New Password Hint field**. This should be a word or phrase that will help you to remember your password.

6. Select the **Change** button.
7. You will receive the following message when the password has been changed:

8. Select **Continue**.

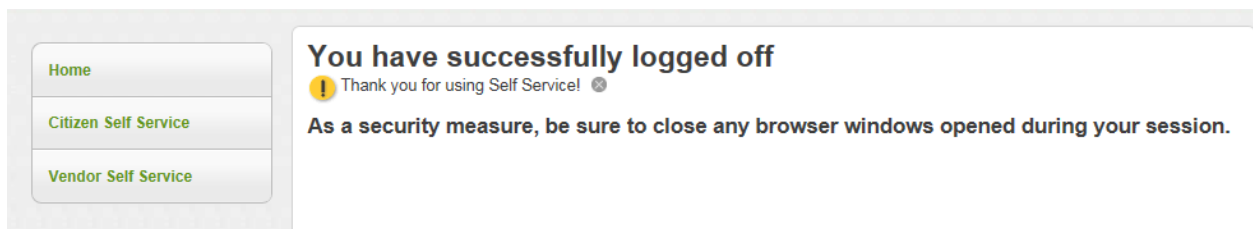9. The Home Page of ESS will be displayed with your name in the top right corner. Select **Employee Self Service** on the left hand side under the Home Tab.

10. To log off, select the drop down arrow by your name in the ribbon and select **Log Out.**
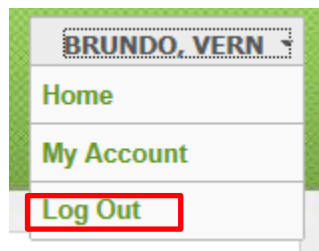
11. A message will display stating the log out was successful.

12. Finally, close out the window by selecting the x button in your browser.