NKCPS Employee Self Service (ESS) Log In Directions

Website: https://newkentva.munisselfservice.com/

Logging into ESS for the first time:

- Know your 5-digit employee ID number (begins with either a 2 or 3)
- Navigate to the NKCPS ESS website
- Click **LOG IN** (top, right corner)
- Use your 5-digit employee ID number as your username, your password will be the last 4 digits of your social security number.
- ESS will prompt you to create new password.
- Once you're logged in, use the navigation toolbar on the left hand side to get to your pay stubs, leave balances, W-2's and other payroll information.

Logging into ESS after initial log in:

- Navigate to the NKCPS ESS website
- Click **LOG IN** (top, right corner)
- Use your 5-digit employee ID number as your username, your password will be what you most recently changed it to.
- Once you're logged in, use the navigation toolbar on the left hand side to get to your pay stubs, leave balances, W-2's and other payroll information.

Using the ESS app on your smart phone or tablet:

- Search for **Munis ESS Mobile** in your App Store and download the app
- Log into ESS on your desktop, you will need a QR code that is at the bottom of the main screen.
- In the app, click **Scan the QR Code**
- Use the camera to scan the QR code that is on your desktop home screen.
- Log in using the same log in credentials as above.

If you have any difficulties or do not know your 5-digit employee ID, please contact Tiffany Mueller (tmueller@nkcps.k12.va.us), Shannon Walton (swalton@nkcps.k12.va.us) or Haynie Morgheim (hmorgheim@nkcps.k12.va.us).