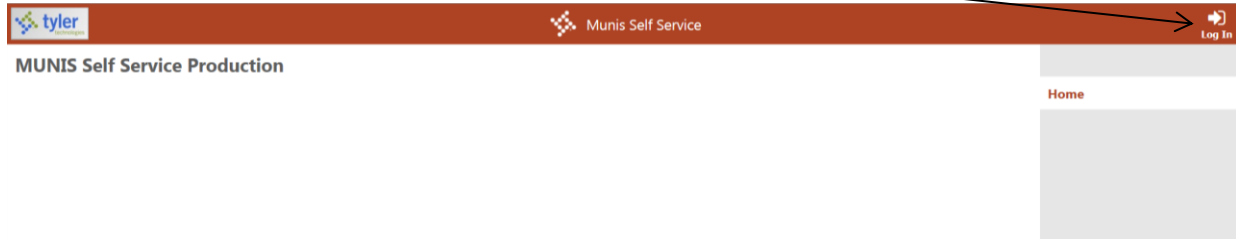# New Bedford School Department MUNIS Self Service
(Printing W2 forms)

Below is the link you will need to access the MUNIS Self Service Portal (ESS)

http://mss.newbedford-ma.gov

New Bedford School Department employees will first need to click **Log In** to access the MUNIS Self Service Portal


Login screen will appear

Employee User name is the employee's **Employee Number**

You can obtain your employee number from a paper copy of one of your past pay advices. It is located on the top left portion under your name and address information. School secretaries at each location will also be able to provide this information to you.

The first time you log into the portal, your password will be the last four digits of your SSN.

Now click **Log in**
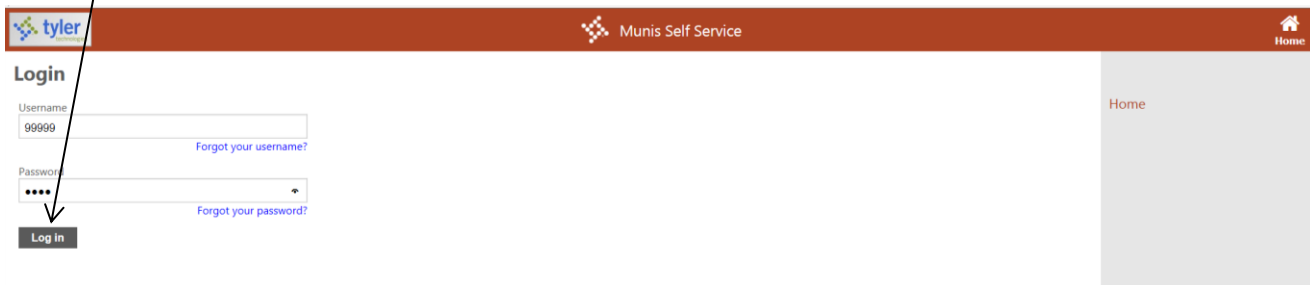
Once the username and password are entered for the first time, you will be forced to change your password. You will need to enter your current password, which at this time will be the last four digits of your SSN. You will now create your new password and type in a password hint.
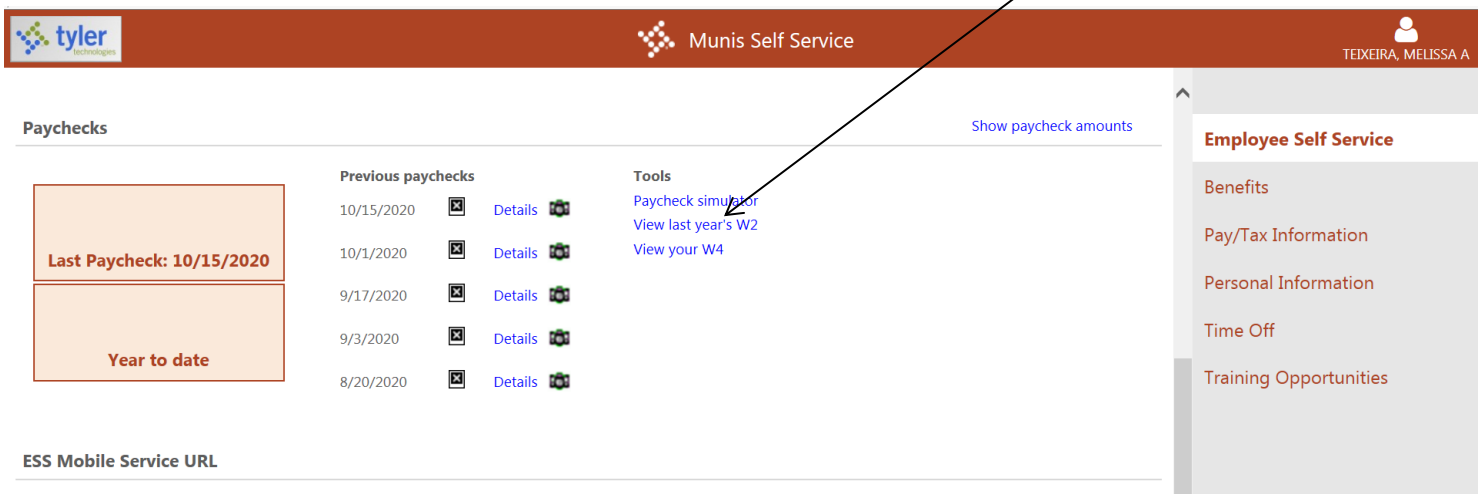
Click Change
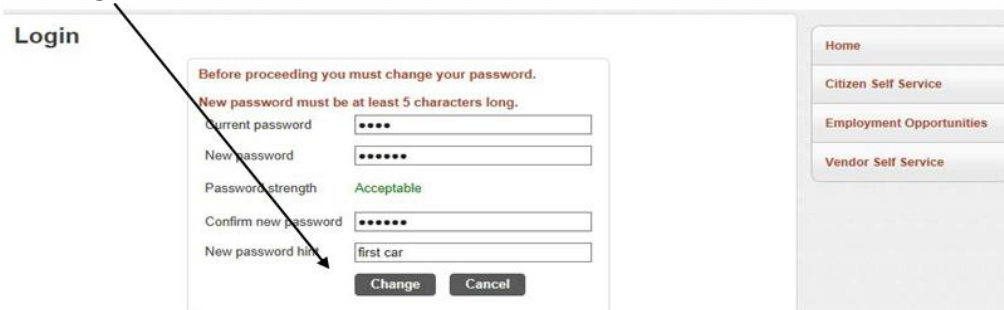
**Once you are logged into the MUNIS Employee Self Service Portal**

Click on **Employee Self Service** on the right hand side
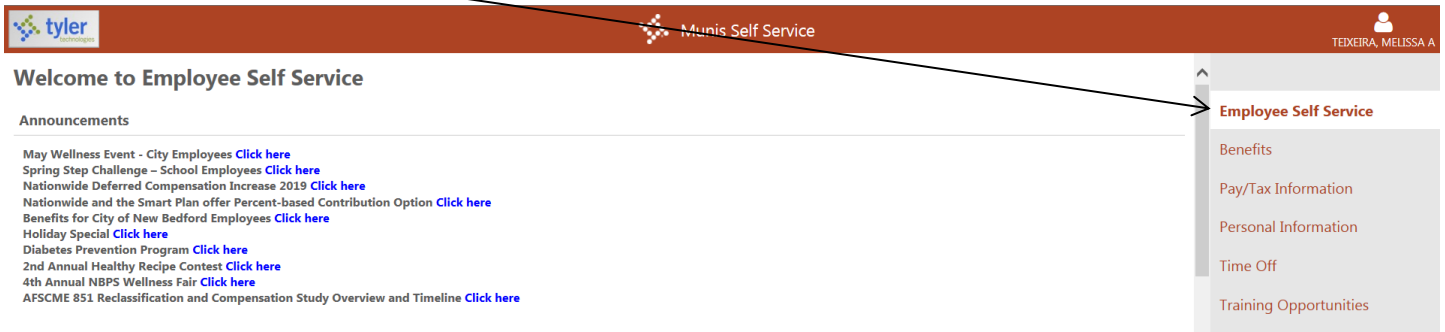
At the bottom of the screen, under the *Paychecks* section, you will see a link to **View last year's W2**

This will now open an additional window with your previous year's W2 information. To print your W2, click on the link to **View W-2 image** on the right of the screen
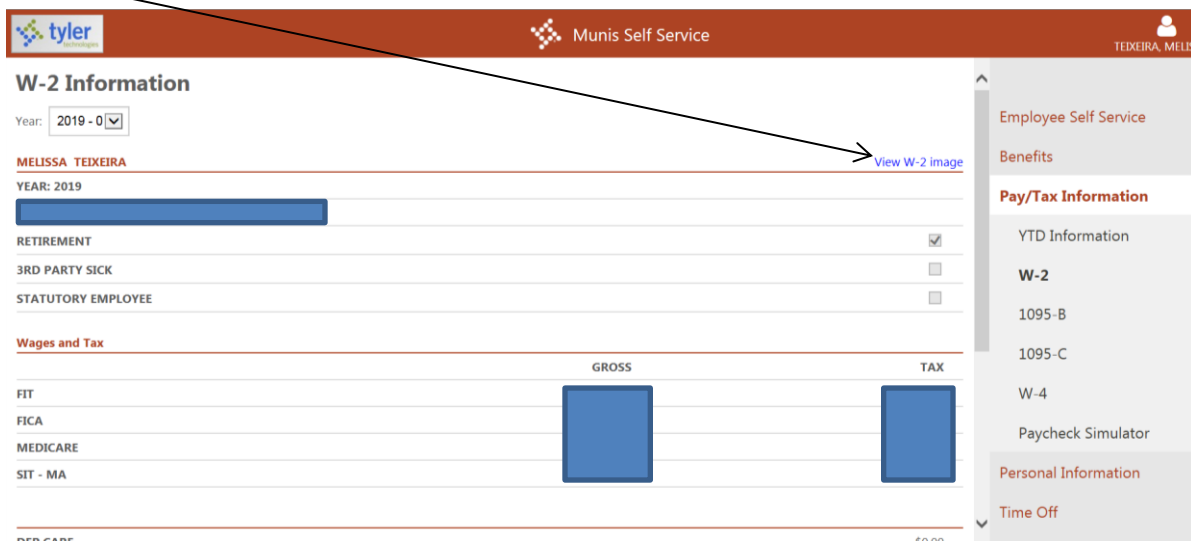
You can now print the image of your W2.

You can also print past year's W2 information, on the *W-2 Information* page, by selecting a different year from the dropdown.

Munis will only contain W2 information going back to the year 2015.

If you forget your password:

You will need to go to the Login page and click on Forgot your password?

You will have to enter in your Username and click on Retrieve hint

You will be emailed instructions on how to change your password.

For employees that <u>do not</u> have an email account on file, please contact Tech Services at 508-997-4511 ext: 14752 for assistance.

All NBPS employees will have access to ESS for up to one year after separation of employment.

Any employee that does not have access to a computer, all public libraries are equipped with public access to computers as well as printers. In each school location there is also access to these amenities.