

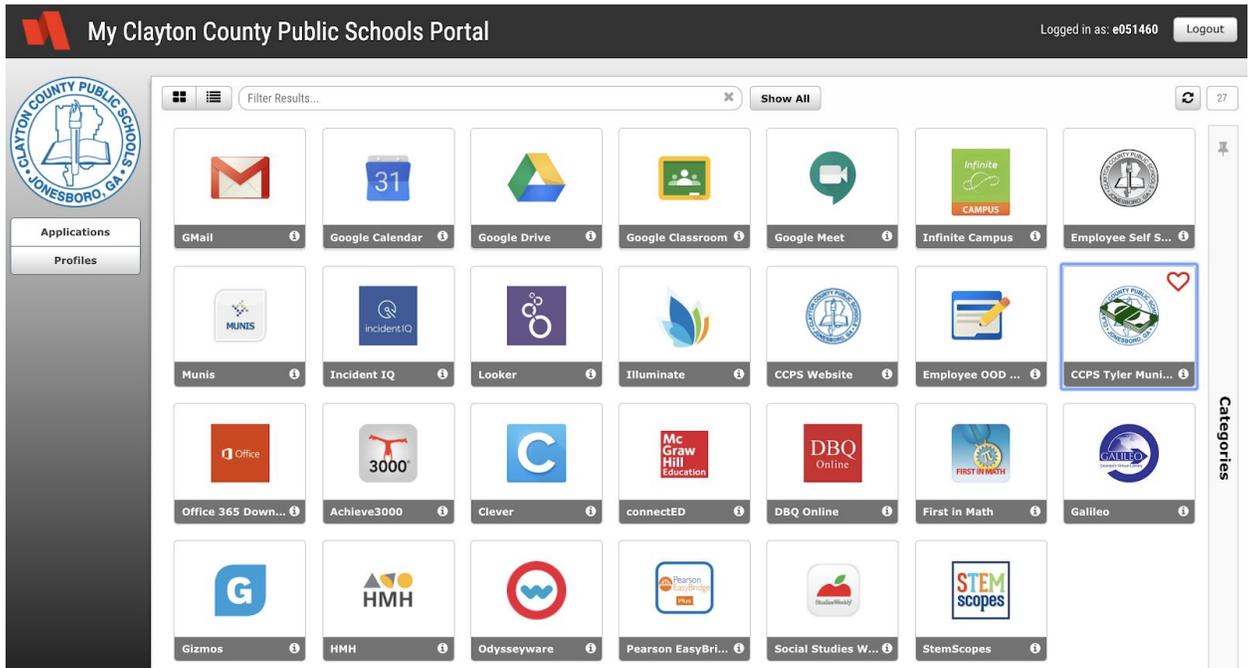


Employee Self Service 101

How to access the ESS 101 Video Series

The Employee Self Service training videos are located in the CCPS Tyler Munis Implementation site which can be accessed from the Rapid Identity portal. This quick guide will walk you through the steps to access the resource site and view the videos.

1. **Log into the Rapid Identity/CCPS Portal.**
2. After you have logged into Rapid Identity or the CCPS Employee Portal, you will be given a list of programs to open.



3. The program you will want to **click on is CCPS Tyler Munis Implementation (see image below).**

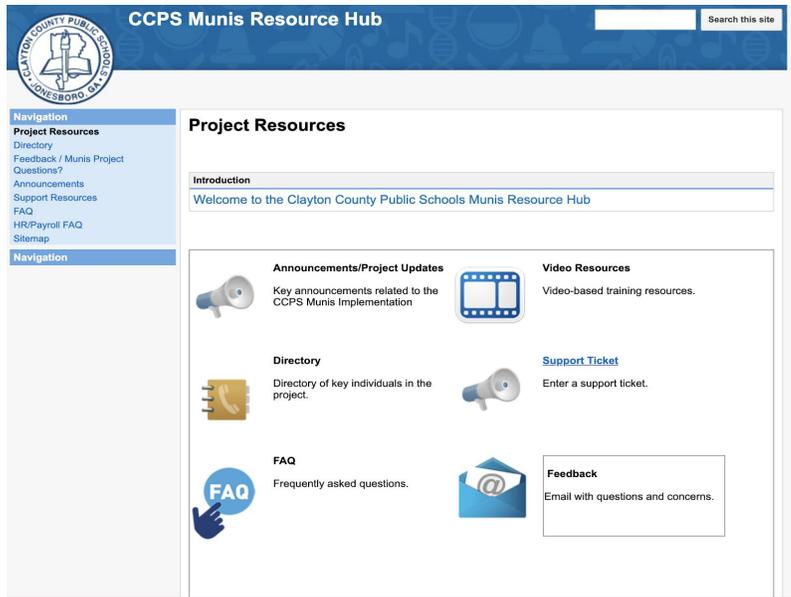




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4. Once you click on the icon, the site will open. The home page will look like this:



You will have a navigation panel on the left side with a series of options. **Click on Support Resources.**



5. On the Support Resources Page, you will see information related to the Tyler programs the district currently uses. Look for the folder: **ESS 101 Series and click on the arrow to expand the folder.**



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CCPS Munis Resource Hub Search this site

Navigation

- Project Resources
- Directory
- Feedback / Munis Project Questions?
- Announcements
- Support Resources**
- FAQ
- HR/Payroll FAQ
- Sitemap

Navigation

Support Resources

Helpful "How To" resources.

Please allow time for eLearning session to open

+ Add file + Add link Add from Drive Move to Delete Subscribe to changes

<input type="checkbox"/>	CCPS Manager Dashboard Approvals 12.18.18.pdf	1869k v. 1	Jan 11, 2019, 1:32 PM	Yashica Doyle
<input type="checkbox"/>	EMPLOYEE SELF SERVICE (TRAIN)	ESS Username = your employee number, Password = last 4 of your SSN# May be asked to change upon the first login	Jul 30, 2019, 2:36 PM	Ola Kimble
<input type="checkbox"/>	Military-Time-to-Regular-Time.jpg	69k v. 1	Oct 7, 2019, 12:50 PM	Ola Kimble
<input type="checkbox"/>	SAF Desk Reference 12.10.18.pdf	2258k v. 1	Jan 7, 2019, 1:07 AM	Yashica Doyle
<input type="checkbox"/>	Setting the MUNIS Hub.pdf	642k v. 1	Mar 16, 2020, 2:14 PM	Yashica Doyle
<input type="checkbox"/>	ESS 101 SERIES (Remove)			
<input type="checkbox"/>	EXECUTIME (Remove)			
<input type="checkbox"/>	Finance Resources (Remove)			
<input type="checkbox"/>	Human Resources / Payroll Resources (Remove)			

<input type="checkbox"/>	ESS 101 SERIES (Remove)				
<input type="checkbox"/>	CCPS ESS 101- Adding_Editing Emergency Contacts.mp4	13501k	v. 2	Apr 22, 2020, 3:35 PM	Ola Kimble
<input type="checkbox"/>	CCPS ESS 101- Completing a Name Change Request.mp4	21917k	v. 2	Apr 22, 2020, 3:35 PM	Ola Kimble
<input type="checkbox"/>	CCPS ESS 101_ DIRECT DEPOSIT REQUEST .mp4	6884k	v. 2	Apr 22, 2020, 3:35 PM	Ola Kimble
<input type="checkbox"/>	CCPS ESS 101- Editing Contact Information .mp4	13644k	v. 2	Apr 22, 2020, 3:35 PM	Ola Kimble
<input type="checkbox"/>	CCPS ESS 101 Email Change Request.mp4	15412k	v. 2	Apr 22, 2020, 3:35 PM	Ola Kimble
<input type="checkbox"/>	CCPS ESS 101_ HOW TO COMPLETE AN ADDRESS CHANGE.mp4	4557k	v. 2	Apr 22, 2020, 3:35 PM	Ola Kimble

6. To view each video, **click Download** and the video will open in a new window on your computer.

[Download](#)