

## Logging into Munis for the First Time

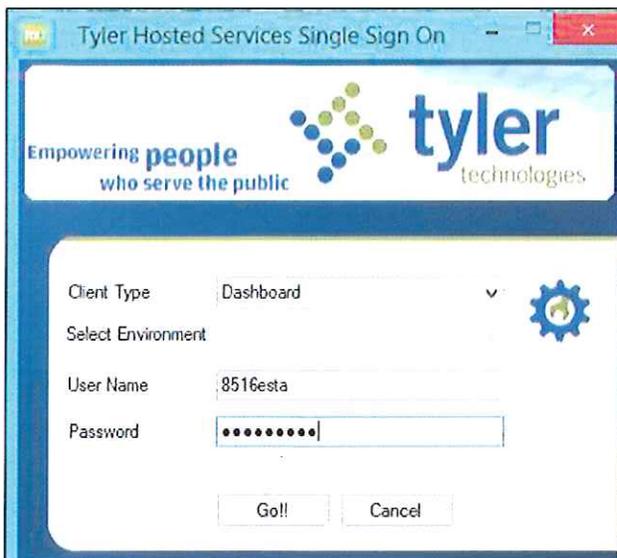
1. Choose the Tyler SSO (Single-Sign-On) Application Icon on the desktop



2. The Single-Sign-On Application will open. Enter your username and Password, and choose Go!!

**User Name:** 8516 plus the first letter of your first name, and the first three of your last.  
Ex) John Smith = 8516jsmi

**Password:** NeedNew1

A screenshot of the 'Tyler Hosted Services Single Sign On' login window. The window title is 'Tyler Hosted Services Single Sign On'. The header features the Tyler Technologies logo and the tagline 'Empowering people who serve the public'. Below the header, there are several input fields: 'Client Type' with a dropdown menu set to 'Dashboard', 'Select Environment' with a gear icon, 'User Name' with the text '8516esta', and 'Password' with a masked field of dots. At the bottom, there are two buttons: 'Go!!' and 'Cancel'.

3. A message will come up asking if you would like to reset your password. Choose Yes.

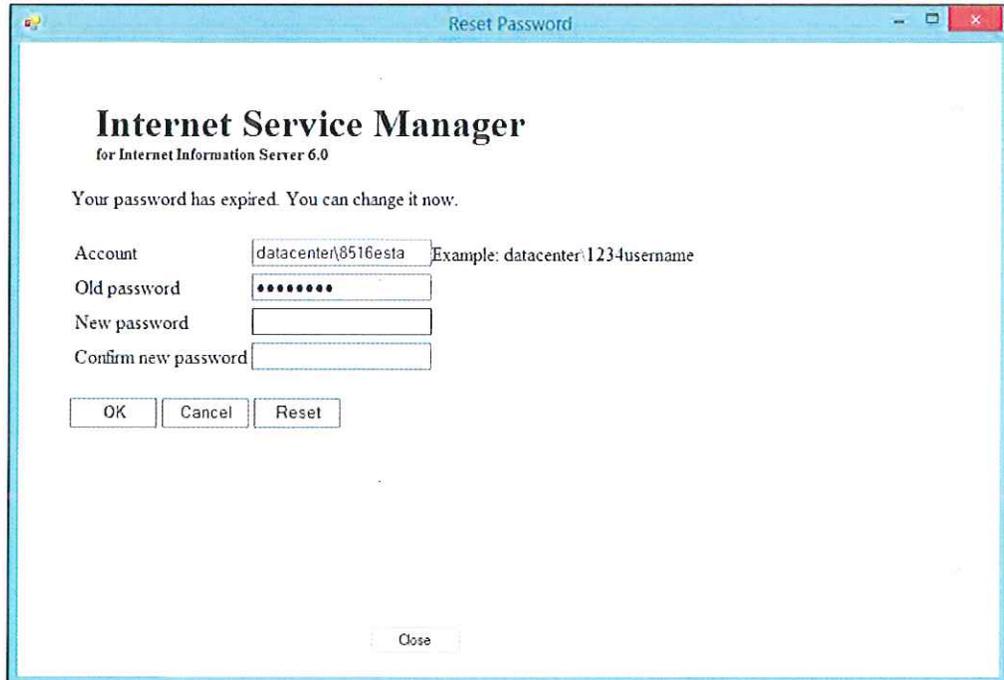


4. A Reset password screen will open. Enter in your account, your old password, and your new password.

**Account:** datacenter\8516jsmi

**Old Password:** NeedNew1

**New Password:** Must be 8 characters with a capital and a numeric or symbol



The screenshot shows a Windows dialog box titled "Reset Password" for "Internet Service Manager for Internet Information Server 6.0". The message states: "Your password has expired. You can change it now." The form contains the following fields and controls:

- Account:** A text box containing "datacenter\8516gesta" with an example "datacenter:1234username" to its right.
- Old password:** A password field with 8 dots.
- New password:** An empty password field.
- Confirm new password:** An empty password field.
- Buttons:** "OK", "Cancel", and "Reset" buttons are located below the password fields.
- Close:** A "Close" button is located at the bottom center of the dialog box.

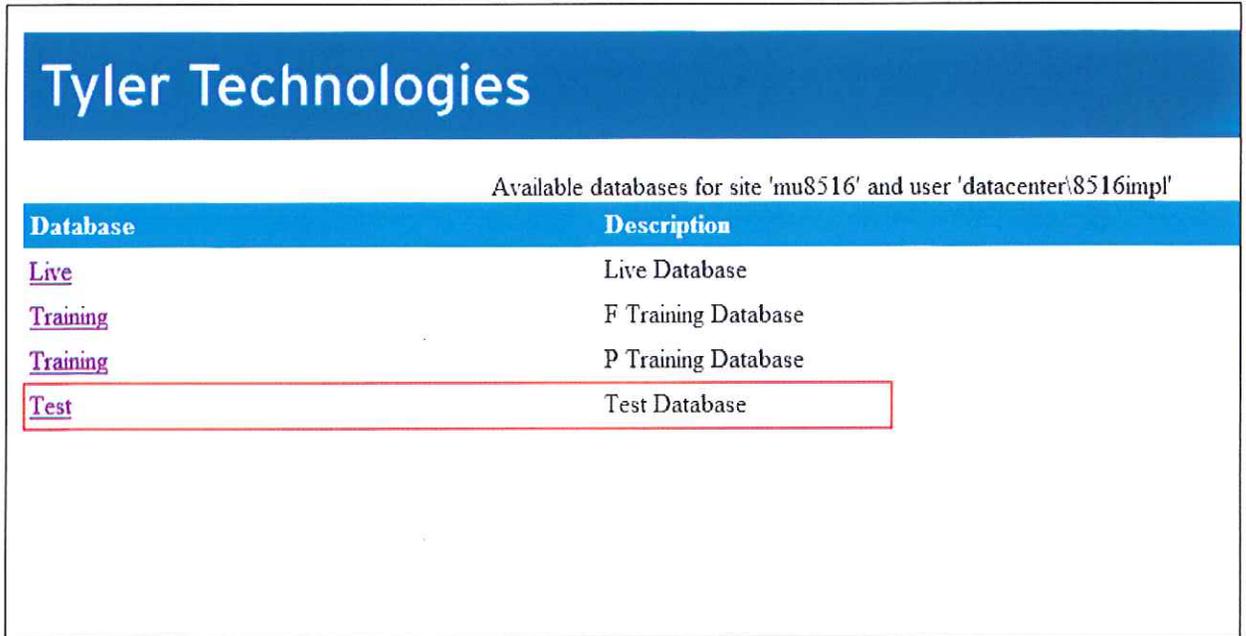
5. You can now close the internet explorer screen and enter in your username and new password into the Single-Sign-On application.



The screenshot shows a web application window titled "Tyler Hosted Services Single Sign On". The header features the Tyler Technologies logo and the tagline "Empowering people who serve the public". The main form area includes:

- Client Type:** A dropdown menu set to "Dashboard".
- Select Environment:** A dropdown menu with a gear icon to its right.
- User Name:** A text box containing "8516gesta".
- Password:** A password field with 8 dots.
- Buttons:** "Go!!" and "Cancel" buttons are located at the bottom of the form.

- An internet explorer window will open. Choose the TEST environment.



The screenshot shows a web interface for Tyler Technologies. At the top, there is a blue header with the text "Tyler Technologies". Below the header, a subtitle reads "Available databases for site 'mu8516' and user 'datacenter\8516impl'". A table with two columns, "Database" and "Description", lists four options: "Live", "Training", "Training", and "Test". The "Test" row is highlighted with a red border.

Database	Description
<a href="#">Live</a>	Live Database
<a href="#">Training</a>	F Training Database
<a href="#">Training</a>	P Training Database
<a href="#">Test</a>	Test Database

- The Munis Dashboard Screen will open, and you have successfully logged into Munis

