

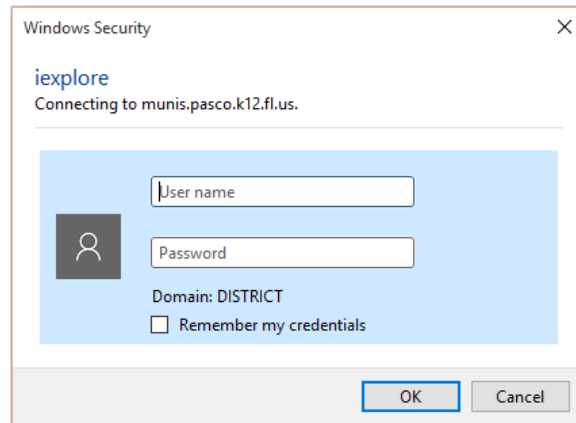
MUNIS QSG

QUICK START GUIDE

Activity: Sign in to Munis (Windows)

Sign in to Munis

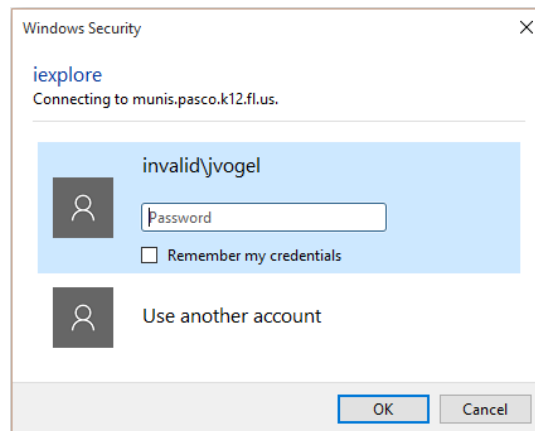
1. Launch Internet Explorer
2. Input <https://munis.pasco.k12.fl.us> in the **Address Bar**
 - a. A Windows Security box will appear
 - b. Input **district\username** (replace **username** with the correct user ID) in **User name**
 - c. Input Munis password in **Password**
 - d. Leave **Remember my credentials** unchecked
 - e. Click **OK**



Ensure that the sign-in reads **Domain: DISTRICT** under the **Password** field once the user ID has been inputted. If it reads anything other than **Domain: DISTRICT** Munis will not be accessible.



In the event that a user ID has been saved via **Remember my credentials**, the options to **Use another account** will be available. Click that option to input a new user ID.



Munis training servers are accessible any time the Live server is accessible. Sign on at <https://munistrain.pasco.k12.fl.us> using the same logon credentials as for Live. Note that any data entered in Train does not carry forward into Live, making Train an excellent place to explore the system without concern over altering live data.