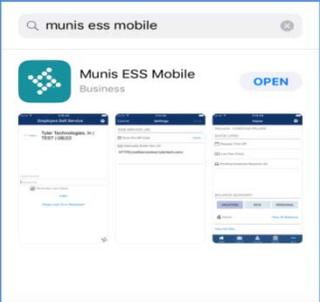


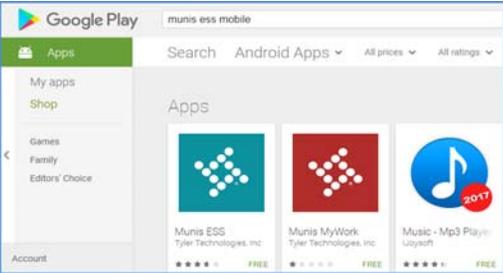
The Payroll department is proud to introduce our newest addition to Mission CISD’s Employee Self Service portal, **ESS Mobile**. ESS Mobile is Tyler Technology’s application for both Android and IOS for iPhone. This app gives you the same abilities as the full ESS site on your mobile device.

The application can be found on the iPhone IOS App Store under “Munis ESS Mobile”

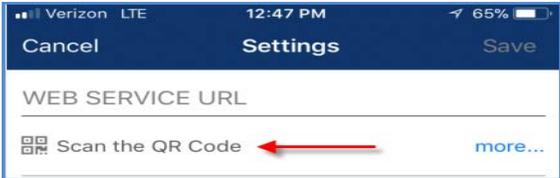


Click on Search and type “Munis ESS Mobile”, once found click on “Get” then “Install”. Once downloaded and installed, click on “Open”

The application can also be found on the Android Google Play Store under “Munis ESS”



Once downloaded and installed, click on “Scan the QR Code”, this will bring up your phone’s scanner.



Your phone may prompt to ask for access to your Camera, click “OK” or “Allow” depending on the prompt.

Next, raise your phone as if taking a picture so that you can scan the QR Code shown below:



If you using the Android version, click on “Save” so that the app can take you to the Login screen.

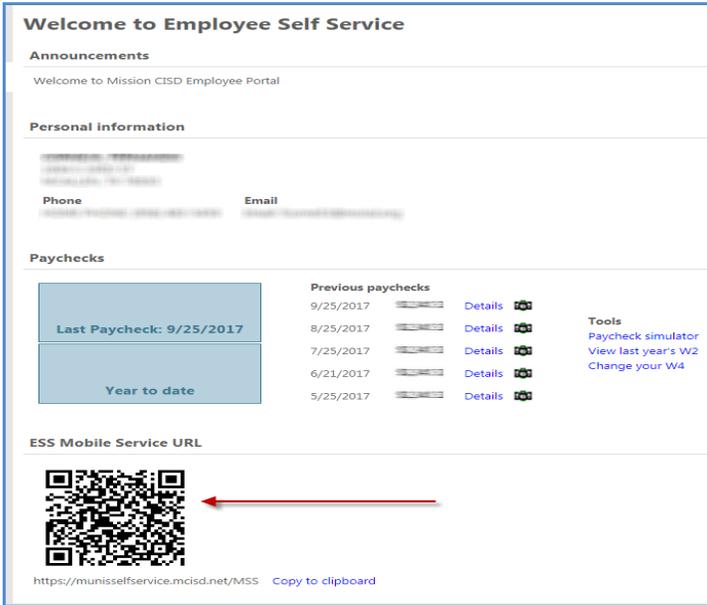
If scanned correctly, the app will take you to the login screen where you should see this:



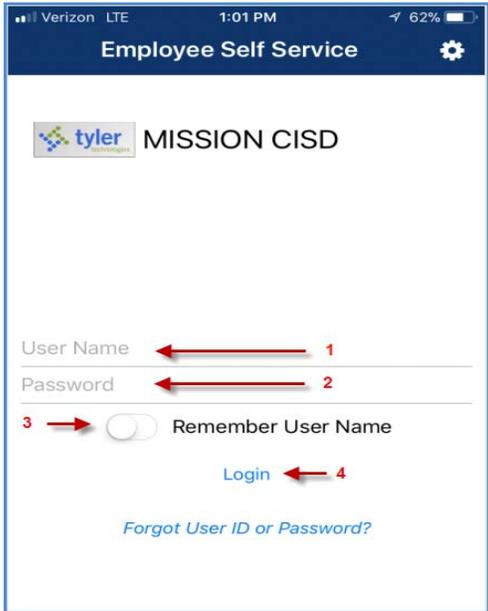
**This may take a while depending on your internet connection**

If scanning the QR code is unsuccessful or looks blurry on your phone’s camera, try tapping your screen phone while the scanner is up. This technique is used to tell your phone to focus on a specific area.

If scanning the QR Code does not work, you will need to log on to Employee Self Service. Once logged on, scan the QR code that is located on the bottom of the Welcome screen as shown below:



Once the QR Code has been scanned and saved, the app should take you to the login screen as shown below:



1. Type in your User Name, this is your employee id – *No leading zeros*
2. Type in your password (*if this is the first time logging on to ESS, it's the last 4 digits of your SSN*)
3. Check on Remember User Name (*only if you would like to have your phone remember your password*)
4. Click on Login

If you are unable to log in, please contact the Payroll Department at : (956) 323-5521 for assistance.