How to Log In

Log into Munis from your desktop using the Chrome browser

https://saasdashboard.tylertech.com

Remember your UserID is 5179+first letter of first name + last name

For example: Deena Finley userID is 5179dfinley

(If you have NEVER logged in your password is NeedNew1 – the system will ask you to choose a new password on the next screen)

Click on “Train” to go into the training database and practice. Remember, once we go live, you’ll enter the “Live” database to run your daily transactions.
You will see the following screen at first log in and at the beginning of each day. This is an added security layer. Click on “Sign In”

IF this is your first time logging in to Munis, you’ll see the following screen where you’ll set up your “dashboard” – a quick way to get to the things that matter to you the most. If you are already set up, you will see your home screen.
Click on “Financial Management” and “Workflow” and click “Next”

Select the pages you’d like to see on your dashboard. For most users, this will be “Budget Monitoring” and “Purchasing Activities”. Scroll down to select “Purchasing Activities” and click “Next”
Next, we’ll build your home page. You can select dashboard cards that give a quick snapshot of information most relevant to you. Select one large card to display. For most, it will be the budget card.
Next, select two medium cards. For most users, these will be “Expiring Purchase Orders” and “Recent Requisitions”
Next, select up to three small display cards of your choice and click “Next”

Click “Done” to finish the set-up process. Your screen will now refresh to show your personalized Tyler Munis dashboard.

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