
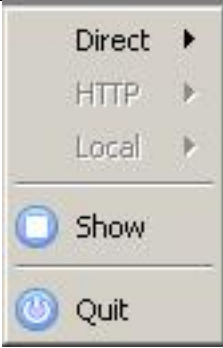



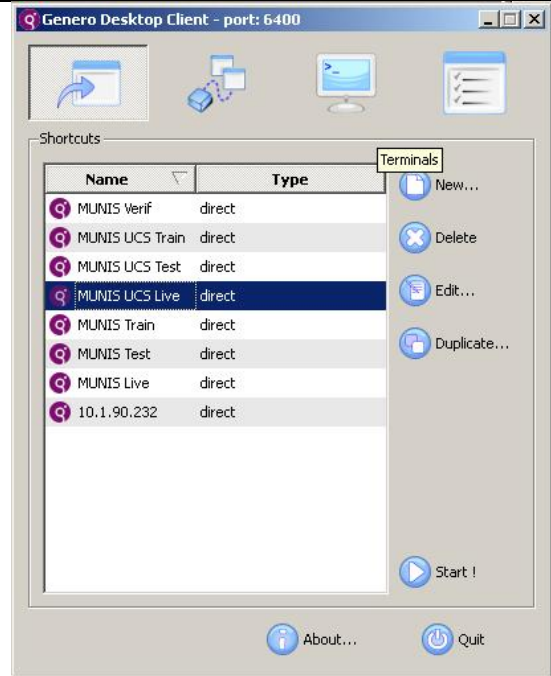
Changing Password In MUNIS v8.3

MUNIS uses a terminal window to change your password. Unfortunately, this terminal window gets hidden behind the regular MUNIS screens and you never get to see it. The following instructions will allow this terminal window to come to the forefront so you can view it and follow the instructions within to change your password.

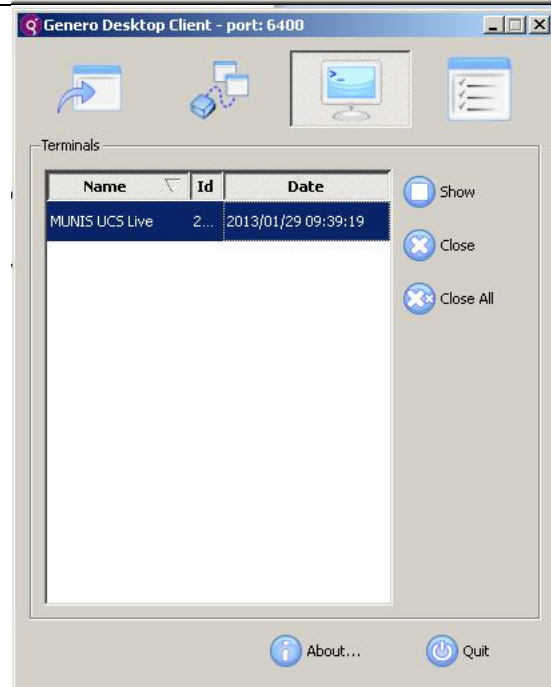
- If you can get in to MUNIS but wish to change your password for some reason, start with step 1.
- If MUNIS is not letting you in and it appears that nothing happens when you click the MUNIS UCS Live icon, you probably have an expired password. The terminal window is trying to tell you this but it is hidden. To view this terminal window and reset your password, follow the directions below starting at step 4.

1	Open MUNIS normally	
2	Choose option ASP Administration	
3	Choose option A. Change your password	
4	It will appear that nothing has happened, but a terminal window has popped up in the background. We now have to bring that window to the forefront.	
5	In your system tray at the lower right of the screen you will see a blank area between two of the icons. If you rest your cursor on this without clicking it will say Genero Desktop Client.	
6	Right click on this blank area to see the following menu:	
7	Click Show	

8 Click MUNIS UCS Live



9 Click the Terminal icon (looks like a computer monitor)



1
0 Click MUNIS UCS Live

1
1 Click Show

1
2 A black terminal window will appear. Simply follow the instructions given in this window.

