

Logging in to the City's Self Services Website

The City's Self Services site can be accessed from any device with an internet connection and is located at <https://citymss.iowa-city.org/mss> . A link to this site is also available on the City Employee Resources link at the bottom of the www.icgov.org homepage.

Login Information:

Login = Employee number

Password = Last 4 digits of social security number*

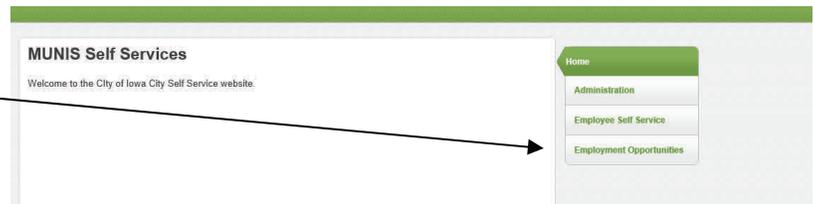
*This is for those logging in for the first time. Employees will be immediately prompted to set a new password upon their first login. Passwords must be 8 characters in length. If you need assistance logging in, please contact Human Resources at 319-356-5020.

*Permanent Employees will log in using the same password used to make your recent open enrollment election.

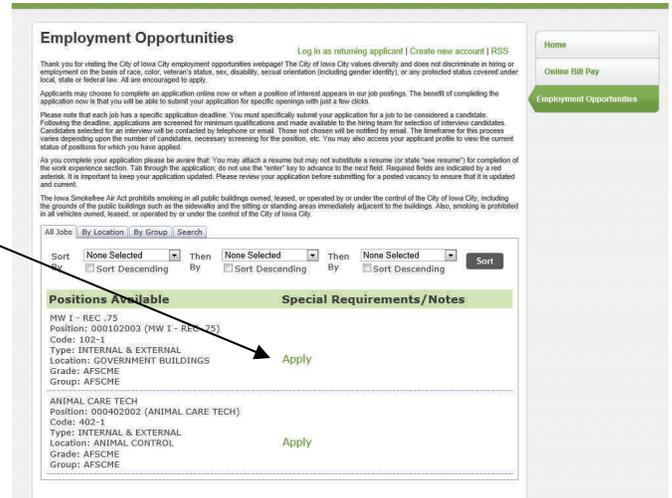
Refer to the next page for instructions on how to access the online application.

Applying Online—Getting Started

1. Click on Employment Opportunities on the Munis Self Services menu.



2. Please review the application instructions carefully. If you wish to apply for an available position, click “Apply”



3. If you are applying for the first time, you will click on “Create a new account.”

Returning applicants will be required to login by completing the required fields.

4. When creating a new account, applicants will be issued a PIN which will be required for future logins. Please write this down. It will also be sent to you via email.

5. You are now ready to begin completing the application form. When you are finished be sure to review the application for errors (which will be identified by a red asterisk).

When logging in to apply for future positions, you will be able to update and submit the completed application, you will not have to start over each time. Good luck!

Please feel free to contact Human Resources at 319-356-5020 with any questions. Thank you!