

Managing ACS Users

On the **Users** tab of the Add/Edit Users window, you can manage your organization's ACS users and their security rights.

Your first step is [adding a user record](#) for anyone in your church or organization who will use ACS. Then, you can set up security options for both ACS People Suite and ACS Financial Suite. If someone in your organization needs additional rights, you can [edit the user record](#) to assign those rights, or you can [delete or deactivate records](#) if an employee or volunteer leaves your organization.

You can also [mass assign security settings](#), which lets you update security settings for all or several user names at once. This is helpful after installing an ACS upgrade or revision that may have new security features.