

Logging In

The first step of using Facility Scheduler is logging in.

You can log in with either your username or e-mail address. If your e-mail address has multiple usernames associated with it, you'll be prompted to select the one you want to log in as.

If your organization has multiple Facility Scheduler sites and your login information is associated with another site, you can [change your login site](#) to log into the other site.

To log into Facility Scheduler

1. On your computer, click **Start > All Programs > ACS Technologies > ACS Facility Scheduler**.
2. Enter your user name or e-mail address and password.
3. Click **Log On**.

Related Topics

- [Forgot Your Password?](#)
- [Forgot Your User Name?](#)
- [Logging In to Another Site](#)
- [Updating Your Expired Password](#)