

Access ACS Only Logins

Logins are people who can log in to and use other [compatible ACS Technologies software](#), but not ACS Facility Scheduler.

You can change a login account to a user account. This way, the person can log in to and use Facility Scheduler with the same user name and password they use elsewhere.

You cannot add logins to ACS Facility Scheduler. They are automatically detected by Facility Scheduler from other [compatible software](#). You can also delete a login.

1. On the **Administration** tab, click **Users**.
2. In the **Actions** group, click **Add Individual**.
3. Enter the person's information. (Last name and first name are required.)
4. Click **Save & Close**.
5. Next to the search box, select **Logins**.
6. Select the login, then click **Associate Login**.
7. In the search box, enter the person's last name, then click **Search**.
8. Select the person and click **OK**.

The login is now a user account. You should now [assign roles](#) to the user so that he or she has permissions to use Facility Scheduler.

1. On the **Administration** tab, click **Users**.
2. Next to the search box, select **Logins**.
3. Select the login.
4. In the **Actions** group, click **Delete Login**.
5. When the confirmation message displays, click **Yes**.

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