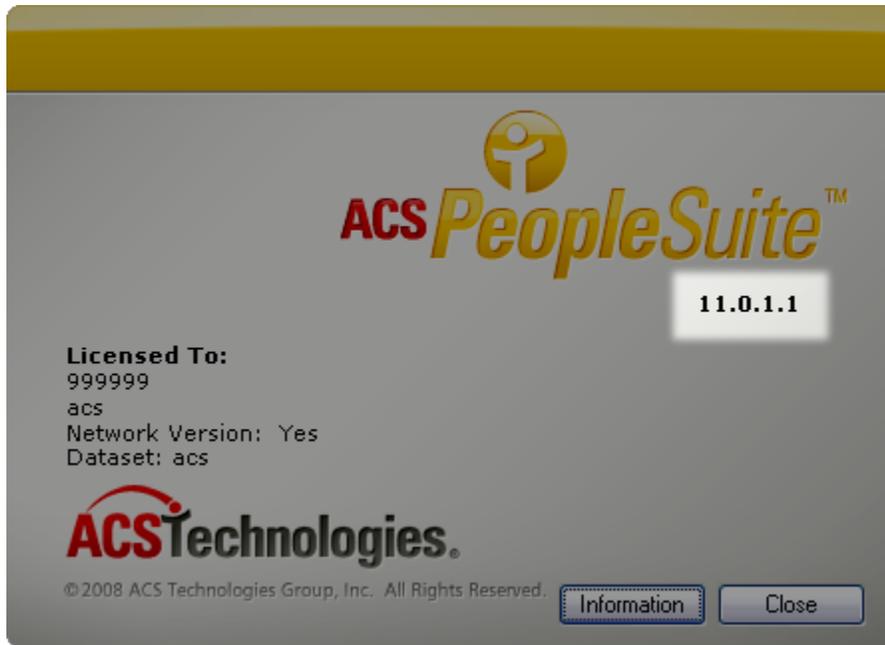


Installing ACS Software Upgrades and Minor Revisions

Ready to install the latest version of ACS? Select the loading instructions you want to view below. You can also read the latest version of [ACS release notes](#) prior to installation.

1. Open and log in to ACS People or Financial Suite.
2. On the toolbar, click **Help > About**.

Your version number is displayed below the product trademark. See the image below.



Standalone Loading Instructions

Before you load the latest update to your ACS software, exit ACS, and [make a backup](#) of your ACS People Suite and ACS Financial Suite data. Save this backup to a secure location, such as a local or network drive storage, or other external media such as a flash drive or CD. Backups should not be stored within ACS directories (WINACS folder).

1. Visit the [Downloads page of the ACS Client Portal](#) and sign in with your **Email**, **Site Number**, and **PIN**. Contact ACS Support at 1-800-669-2509 if you need this information.
2. Select the current version of ACS. Click **Download**, and save the file to your computer.
3. Double-click the .exe file you saved and click **Run**.
4. Follow the instructions on your screen.

When you are finished, make another backup of your ACS People Suite and ACS Financial Suite data. Make sure to include the new ACS version number as part of the file name, and save this backup with the others for safe keeping.

Network Loading Instructions

Before you load the latest update to your ACS software, all users must exit ACS. You must also [create a backup](#) of your ACS People Suite and Financial Suite data. Save this backup to a secure location, such as a local or network drive storage, or other external media such as a flash drive or CD. Backups should not be stored within ACS directories (ACSNET or WINACS folders).

The workstation from which you upgrade the server is updated as part of the server upgrade process. For other workstations, the first time a user logs in to ACS after the server is upgraded, the workstation prompts the user to load the upgrade. When this prompt displays, click **Yes** to upgrade the workstation.

Tip

If you are running the ACS Scheduled Backup Service, the update will load more quickly if you load it from the workstation hosting the backup service.

1. Visit the [Downloads page of the ACS Client Portal](#) and sign in with your **Email**, **Site Number**, and **PII**. Contact ACS Support at 1-800-669-2509 if you need this information.
2. Select the current version of ACS. Click **Download**, and save the file to your computer.
3. Double-click the .exe file you saved and click **Run**.
4. Follow the instructions on your screen.

Upgrading Workstations Before Logging In

You can also upgrade all workstations before users log into ACS.

1. Open the **Run** window.
 - a.) **Windows 7:** On your Windows desktop, click the Start button  in the lower-left corner of the screen. The Start menu displays. In the search box, located at the bottom of the Start menu, type **run**. Click  **Run**. The Run window displays.
 - b.) **Windows 8.1 and Windows 10:** On the Windows desktop, right-click the Start button  in the lower-left corner of the screen. A Windows context menu displays. Click **Run**. The Run window displays.

Link

2. In the **Open** field, type x:\Acsnet\install.exe, then click **OK**. If the \Acsnet directory has a different drive name, substitute the appropriate letter. For example, y:\Acsnet\install.exe.
3. Follow the instructions as they display.

When you are finished, make another backup of your ACS People Suite and ACS Financial Suite data. Make sure to include the new ACS version number as part of the file name, and save this backup with the others for safe keeping.