

# Linking User Accounts

Remembering so many different user names and passwords is frustrating. Access ACS and ACS Facility Scheduler let you let user accounts and connect the user names and passwords for both.

Linking user accounts varies depending on which program you added the user to first. We recommend adding new users to Access ACS first: this makes linking the accounts easier.

## Linking Access ACS Users to ACS Facility Scheduler

Once a user creates an account in Access ACS and logs in at least once, a matching user account for Facility Scheduler is automatically created and linked. All you have to do is [assign roles](#) so that the user has permissions in Facility Scheduler.

If Access ACS users have not logged in before, you can manually link their user accounts to Facility Scheduler. To learn more, see [Linking an Access ACS user to ACS Facility Scheduler](#).

## Linking ACS Facility Scheduler Users to Access ACS

If you create a user account in Facility Scheduler first, you must manually link the account to Access ACS. You must also have permissions to manage user accounts in Access ACS.

In ACS Facility Scheduler, you'll need to add the user and select a role. Then, you'll log into Access ACS to assign permissions and link the profiles.

1. In Administration, click **Users**.
  2. In the Actions group, click **Add User**.
  3. In the Find Individual window, enter the individual's name, then click **Search**.
  4. If the user displays, select the record and click **OK**.
  5. If the user does not display, click **Add New Individual**. Enter the individual's **First** and **Last Name**, then click **Save & Close**.
  6. In the User Details window, under **General**, click **Login**.
  7. Enter the username, password and e-mail address.
  8. Click **Roles**.
  9. Select a role for the user, then click **Save & Close**.
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1. Log into Access ACS as an administrator.
  2. Navigate to **Admin > Security**
  3. On the **Users** tab, select **Other Users**.
  4. Locate the user you want to link.
  5. Under **Link Login**, for that user, click **Add** .
  6. If the user's personal information is already stored in Access ACS, click **Select user from People records**. Otherwise, enter the user's information. The user name and password are populated from Facility Scheduler.
  7. In the drop-down list, select the **Assigned Profile** for the user.
  8. Click **Save**.
  9. If applicable, [edit the user's assigned profile permissions](#). Under **Event Registration**, be sure the user has **Grant** rights to **Event Setup**.

The user can now log in to Access ACS with the same user name and password from Facility Scheduler. In addition, the user now displays on the **Users** tab in Access ACS, rather than the **Other Users** tab.

## Related Topics

[FS Users](#)

[Inactivating, Dissociating, and Deleting User Accounts](#)

[Changing User Names and Passwords](#)

[Managing Password Requirements](#)