

Logging Into ACS

Use the following instructions to log into ACS.

After logging in the first time, you should create new user names and passwords.

Shortcuts

If you created shortcut icons for your desktop during installation, you can access [ACS People Suite](#), [ACS Financial Suite](#), and [ACS Backup](#) by double-clicking their respective icons.

1. On your Windows desktop, click the **ACS People Suite** icon.
2. In the ACS Login window, enter your ACS user name and password. To access ACS for the first time, use a default ACS user name and password.
3. Click **OK**.

1. On your Windows desktop, click the **ACS Financial Suite** icon.
2. In the ACS Login window, enter your ACS user name and password. To access ACS for the first time, use a default ACS user name and password.
3. Click **OK**.