

# 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**.