

# Installing HeadMaster

You can run HeadMaster on a single PC, a network, or [HeadMaster OnDemand](#). To install Headmaster, you must be logged in as an administrator. In addition, if you plan to import data from ACS@ People to HeadMaster, both programs must be installed on the same computer.



## Note

When installing the HeadMaster desktop version on a Windows 8® operating system, make sure that the **Desktop Icons** option is selected.

Perform the following for the single PC installation of HeadMaster.

1. Visit the [HeadMaster Client Portal](#) to download HeadMaster. If you're performing a CD installation, see the Useful Information box below this procedure.
2. Click **Downloads**.
3. Log in to the Client Portal.
4. Click the HeadMaster tab, and select the current version of HeadMaster.
5. Click **Download**.
6. Click **Save File**, and save the file to your desktop.
7. On your desktop, double-click the installation file, and follow the onscreen instructions.



## Useful Information

Insert the HeadMaster CD into your CD-ROM drive. The HeadMaster Autorun menu displays. Follow the onscreen instructions.

If the HeadMaster Autorun menu doesn't display:

- Locate the Setup.exe file on the CD, and double-click to start it.

With the network installation of HeadMaster, the database is loaded on the server and program files are installed on each workstation.

The network installation of HeadMaster consists of two phases:

- Phase 1 - Installing the database on the server
- Phase 2 - Setting up the workstations

When installing the database on the server, you must possess administrative rights for the server. The program must be installed on the server because it contains client-server functionality.

## Phase I - Installing the Database on the Server

Perform the following procedures to install the database on the server.

1. Visit the [HeadMaster Client Portal](#) to download HeadMaster. If you're performing a CD installation, see the Useful Information box below this procedure.
2. Click **Downloads**.
3. Log in to the Client Portal.
4. Click the HeadMaster tab, and select the current version of HeadMaster.
5. Click **Download**.
6. Click **Save File**, and save the file to your server.
7. On your server, locate and double-click the installation file, and follow the onscreen instructions.



### Useful Information

Insert the HeadMaster CD into your CD-ROM drive. The HeadMaster Autorun menu displays. Follow the onscreen instructions.

If the HeadMaster Autorun menu doesn't display:

- Locate the Setup.exe file on the CD, and double-click to start it.

## Phase II - Setting Up Workstations

Once you have installed the database on the server, you can set up workstations.

1. Locate the Run command on your computer.
2. Type **X:\HMaster\Setuphm.exe** and click **OK**. (If your HMaster directory is on a different drive letter than X, substitute the appropriate letter.)
3. Follow the onscreen instructions.



### Useful Information

Perform this procedure on all HeadMaster workstations.

After setting up your workstations, you're ready to [connect your workstations to the database](#).