Sign Up

To sign up for Access ACS, you must be working on a computer with ACS People Suite installed.

To sign up for Access ACS:

1. Log into ACS People Suite.
2. Under Advanced Tools, click on the **Admin Utilities** tab.
3. In the drop-down list, select **Sync with Access ACS**, and click **Go** .
4. In the Access ACS Activation window, select **I accept the Terms of Use**.
5. Click **Continue**.
6. Complete the **Access ACS Registration** form, and click **Finish**.
7. When the confirmation message displays, click **OK**.
8. Check your email for sign in information.

> ⓘ **Important Information**
>
> - If you receive a security warning asking if you want to install **Signup.ocx**, click **Install**. You must install this file to continue with the sign up process. It does not harm your computer or any software.
> - Access ACS is an additional service for Desktop customers, but it is automatically included with all ACS OnDemand subscriptions at no additional monthly cost. Learn more about pricing.

When you receive the email, you can sign into Access ACS for the first time.

What if I don't receive an email after signing up?

There are a few reasons this might happen:

Cause	Solution
The ACS mail server could be experiencing issues.	ACS Technologies' IT department is notified as soon as a server experiences issues and work to have servers operational as soon as possible.
There could be a time delay in receiving emails.	It could take a few minutes from the end of the sign up process to receive an email in your inbox.
Someone has altered the user name "admin".	Contact Access ACS Support to correct this issue.
You are entering the site number with the leading alpha character (For example, w111111).	Use only the numerals when entering the site number (For example, 11111).

Related Topics

Administrator Guide
Getting Started in Access ACS
Sign into Access ACS