

User Profile Types

Access ACS lets you keep your ACS records and information secure by limiting the areas your members and attendees can access. User profiles are sets of security rights and permissions assigned to users.

Except for system administrators, everyone in Access ACS must be assigned a user profile. The Access ACS default user profiles are **Member Login**, **Lay Leader Login**, **Organization Login**, and **Staff Login**.

System administrators can set up and maintain Access ACS. Some administrative tasks include:

- Managing Access ACS users
- Setting user profiles
- Uploading ACS records to Access ACS
- Setting up your Global Preferences
- Signing up for new Access ACS features

Staff Login users can access the **Admin** tab and complete administrative duties. However, system administrators can customize the Staff Login user profile to control the areas that staff users can access. A system administrator must assign Staff Login profiles. To learn more, see [Staff Profile Information](#).

Organization Login users can access and manage their staff and profiles. With the appropriate security rights, Organizations can also give online. To learn more, see [Organization Profile Information](#).

Lay Leader users manage members in the classes and activities in which they hold a leadership position. This user profile lets them manage the groups that they lead. To learn more, see [Lay Leader Profile Information](#).

Member Login users can access individual profiles for themselves and their family members, maintain a personal calendar, and report problems to the administrator. When users register, Access ACS assigns them the Member Login user profile unless they hold a leadership position. To learn more, see [Member Profile Information](#).

Guest Users can access My Event Registrations.

Related Topics

- [Adding an Access ACS User](#)
- [Deleting an Access ACS User](#)
- [Disabling a User Account](#)