


Process Change Requests and Upload Records in ACS

Change requests let members and attendees enter and update information in Access ACS while letting administrators maintain control over their ACS People records.


A change request is created when members and attendees change individual records, enter class, activity, worship attendance, or add individuals to rosters or to the ACS database. Before the changes display in Access ACS or ACS People, an administrator with appropriate [rights](#) must approve them.

You must process change requests and upload records in ACS People Suite.

To upload records in ACS People Suite

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. If this is your first time uploading records, select **I accept the Terms of Use**.
5. Click **Continue**.

To review and apply change requests in ACS People Suite

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. To apply all change requests, under **Change Requests**, click **Overview**. Then, click **Apply All Change Requests**.
5. To review and apply change requests, click on the tab you want to review. Select the change requests to apply, then click **Apply**.

Related Topics

- [Upload ACS People Records](#)
- [Set up and Work with User Security](#)