

# Sign into Access ACS

1. In your Web browser, go to <https://secure.accessacs.com>.
2. Enter your e-mail address and the password assigned in the welcome e-mail. You can also log in with your Site Number, User Name, and Password from the e-mail.
3. When prompted, change your password after logging in.

Access ACS provides a URL and a Site Number that are specific to your organization on the Member Login page.

1. Open your [ACS for Windows](#) software.
2. On the **Help** menu, click **About**. You will see your site number.
3. If you cannot access your software, your primary contact or site administrator may have your site number.
4. If you don't have access to your software or your site administrator, call Support at 1-800-669-2509, and we'll help.

## Log in Any Time

After successfully signing in for the first time, you can sign in to Access ACS at any time.

1. Go to <http://my.accessacs.com>.
2. Enter your organization's **Site Number**.
3. Enter your e-mail address associated with Access ACS and password. To sign in using your site number, user name, and password, click **Sign in with User Name**.
4. Click **Sign In**.
5. To have the program automatically display your user name when you go to access your page, select **Remember me**. This option does not store or auto-fill the **Password** field.

### Problems Signing In?

- Have you [signed up for Access ACS](#) yet?
- Is your site number correct?
- Is your user name and password correct? (On the Sign In page, click [Forgot your Password](#) to have your password sent to you.)
- Contact your administrator if you are still unable to sign in.

 **Your next step is to [Upload ACS People Records](#).**

#### Related Topics

[Getting Started in Access ACS](#)  
[Sign Up for Access ACS](#)  
[Administrator Guide](#)