

# Add Access ACS Users

While the Access ACS Member Sign In page lets members and attendees register for a user account themselves, administrators can also add new users.

You can either enter their information manually or select them from your ACS People records. We recommend selecting new users from your ACS People records. This method associates members and attendees with their ACS People record, which includes information such as classes and activities in which the individuals are enrolled and attendance markings. It also lets them access the [My Overview](#) page. If you want to assign the Member or Lay Leader profile to a user, you must select them from your ACS People records.

1. Point to **Admin**, then click **Security**.
2. On the **Users** tab, click **Add User**.
3. Under **User Information**, click **Select user from People records**.
4. Enter a **Last Name** and a **First Name/Goes By Name**. If necessary, select **Exact Match Only**.
5. Click **Run Search**.
6. Click the individual you want to add.

1. Point to **Admin**, then click **Security**.
2. On the **Users** tab, click **Add User**.
3. Under **User Information**, click **Select user from Organization records**.
4. Select an **Organization Level** and **Organization Name**. If necessary, select **Exact Match Only**.
5. Click **Run Search**.
6. Click the organization Name you want to add.
7. The organization's information displays in the appropriate fields on the Add/Edit Users page.

1. Point to **Admin**, then click **Security**.
2. On the **Users** tab, click **Add User**.
3. Under **User Information**, enter the user's contact information.
4. If necessary, in the **Note** text box, enter additional information about the user.
5. If necessary, under **User Options**, select additional options.
6. Under **User Security** Settings, in the **Assigned Profile** drop-down list, select a user profile.
7. If necessary, select **Allow user to Manage User Accounts**.
8. Click **Save**.

## Changing User Names

Sometimes, an individual may want to change his or her user name. For example, Jane Doe's user name was JaneDoe12, but she recently got married and wants to change her user name to reflect her new last name.

1. Point to **Admin**, then click **Security**.
2. In the user list, click the **User Name** of the desired individual.
3. Under **User Options**, click **Edit**.
4. Change the **User Name**, then click **Save**.

### Additional Field Information

**Disable Account** — Select to disable the user account.

**Require Password Change** — Select to require the user to change their password the first time they log in after an administrator changes the password.

**Assigned Profile** — Select the appropriate profile type for the user from the drop-down list.

**Allow user to Manage Other Users** — Select to let administrators and staff users manage other user accounts. If you select this, staff users will not have immediate rights to add or edit users. The administrator must assign the permission on an individual level.

### Related Topics

- [Work with Access ACS Users](#)
- [Set up and Work with User Security](#)