Logging In and Out of aACE

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This guide explains how to access your aACE system. It is intended for beginning users.

After you have everything prepared to <u>access aACE on your computer</u>

(https://aace6.knowledgeowl.com/help/accessing-aace-from-your-computer), logging in is a simple process.

Logging In

- Double-click your aACE Launcher.
 Note: If your system administrator has instructed you to use the Hosted File method to access aACE, then skip over this step. Read more about <u>accessing aACE without a</u> <u>launcher (https://aace6.knowledgeowl.com/help/accessing-aace-without-a-launcher)</u>.
- 2. At the FileMaker login dialog, enter your Account Name and the default Password (both provided by your system administrator).

FileMaker passwords are case-sensitive. Be sure to use accurate capitalization.

Open "aACE6"	
Sign in to open "aACE6".	۵
Account Name: user.name	
Password:	
Save password in Keychain Access	
? Sign In as Guest Cancel	Sign in

Note: If the login dialog does *not* display and instead aACE automatically opens, then FileMaker may be using the credentials stored in the workstation Keychain for a previous aACE user. To login to *your* aACE account, you must first <u>clear the saved login</u>

credentials (https://aace6.knowledgeowl.com/help/clearing-saved-login-credentials).

3. Click Sign In.

At your initial login, the system prompts you to change your password.

	Message	
• At least 7 ch	assword with the following requirements: naracters in length. h letters and numbers.	
New Passwor	d	_
Confirm Pass	word	-
	Cancel OK	

- 4. Enter a new, secure password in the New Password field, then enter it again in the Confirm Password field.
- 5. Click **OK**, then click **OK** again at the confirmation dialog. aACE loads and the Main Menu displays.



Note: If you cannot see the Main Menu at this point, minimize any other open applications on your workstation.

Logging Out

You can exit aACE using multiple methods:

- Keyboard:
 - ∘ Mac Press \#+Q

- PC Press Ctrl+Q
- Main Menu Click the Close button
- FileMaker menu bar Click FileMaker Pro > Quit FileMaker Pro

Tips to Streamline the Login Process

Keychain Access

After you personalize the default password and successfully log in, you can use this feature to streamline your login process. With your password saved in the Keychain, you will be automatically logged in when you click the aACE launcher on your workstation.

<i>y</i>	Open "aACE6"
Sign in to open "a	ACE6".
Account Name:	user.name
Password:	•••••
<	Save password in Keychain Access
? Sign In as Guest	Cancel Sign in

Set Your Account Name in FileMaker

For more security, you can have FileMaker automatically populate your account name. However, you will still need to enter your password.

1. After signing in to FileMaker, click **FileMaker Pro > Settings**. Note: On a PC, open FileMaker, then click Edit > Preferences.



2. In the User Name section, mark the radial button for **Other**, then enter your Account Name with accurate capitalization and punctuation.

Preferences
General Layout Memory Shortcuts Plug-Ins Permitted
User Interface Options
Show recently opened files: 10
✓ Use Manage Database dialog to create files
Reset dialog sizes and positions: Reset
User Name Svstem: Other user.name
Application
✓ Notify me when an update is available
Notify me when a new version is available
Use advanced tools
At startup, open file
Browse
? Cancel OK

3. Click OK.

Update Your aACE User Name

Your system administrator can <u>update your user name in aACE</u>

(https://aace6.knowledgeowl.com/help/changing-a-users-account-name) so that it matches your user name for your workstation. This makes it so the auto-populated name will be accurate for aACE.

Changing your user name will also set your password back to the system default password. You will need to reset it when you next login.