

# Logging In and Out of aACE

Last Modified on 09/21/2023 11:56 am EDT

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

After you have everything prepared to [access aACE on your computer](#) (<https://aace6.knowledgeowl.com/help/accessing-aace-from-your-computer>), logging in is a simple process.

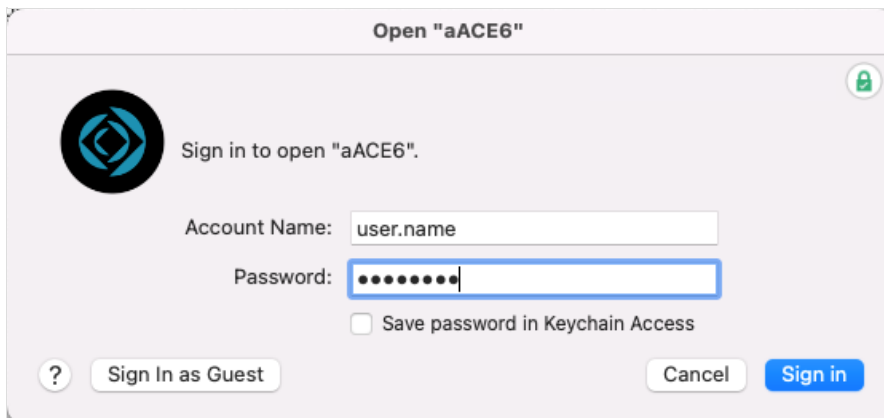
## Logging In

1. 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 [accessing aACE without a launcher](#) (<https://aace6.knowledgeowl.com/help/accessing-aace-without-a-launcher>).

2. At the FileMaker login dialog, enter your Account Name and the default Password (both provided by your system administrator).

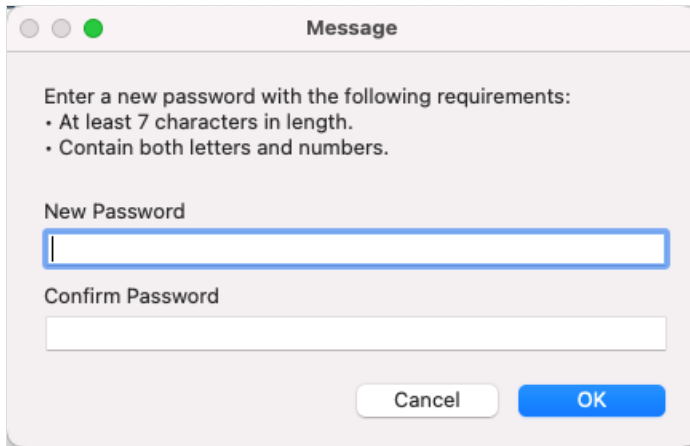
FileMaker passwords are case-sensitive. Be sure to use accurate capitalization.



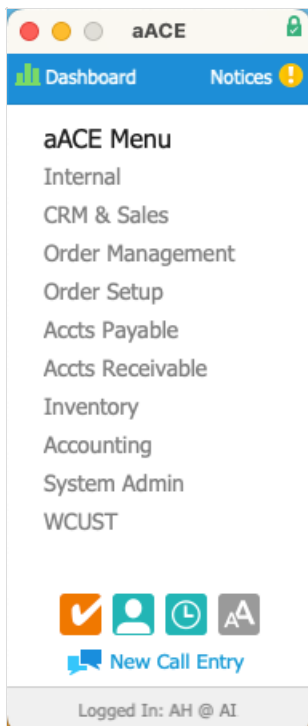
Note: If the login dialog does *not* display and instead aACE automatically opens, then FileMaker may be using the credentials stored in the workstation Keychain for a previous aACE user. To login to *your* aACE account, you must first [clear the saved login credentials](#) (<https://aace6.knowledgeowl.com/help/clearing-saved-login-credentials>).

3. Click **Sign In**.

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



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:

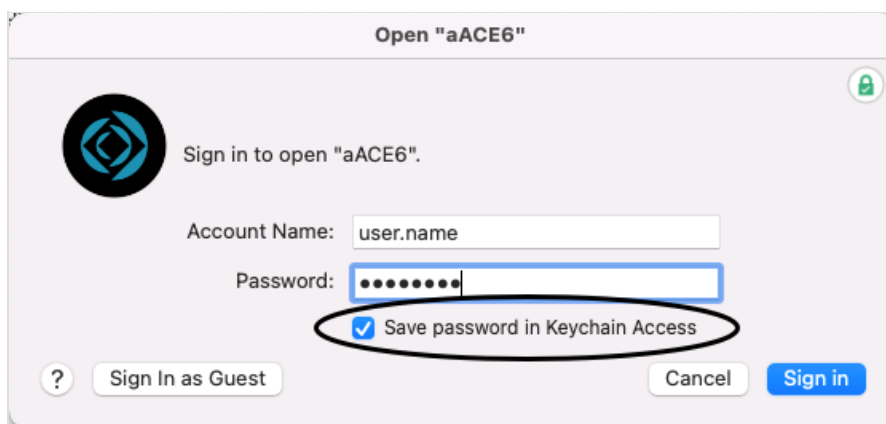
- Keyboard:
  - Mac – Press  $\text{⌘}+Q$

- 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

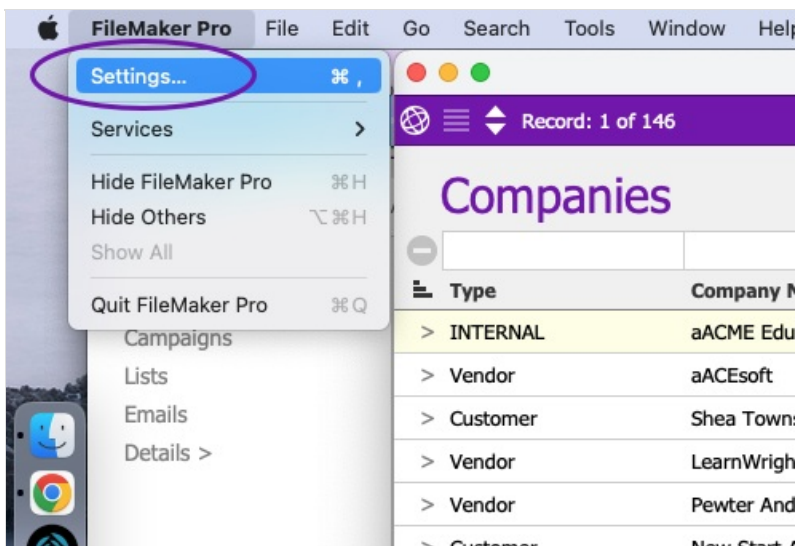
After you personalize the default password and successfully log in, you can use this feature to streamline your login process. With your password saved in the Keychain, you will be automatically logged in when you click the aACE launcher on your workstation.



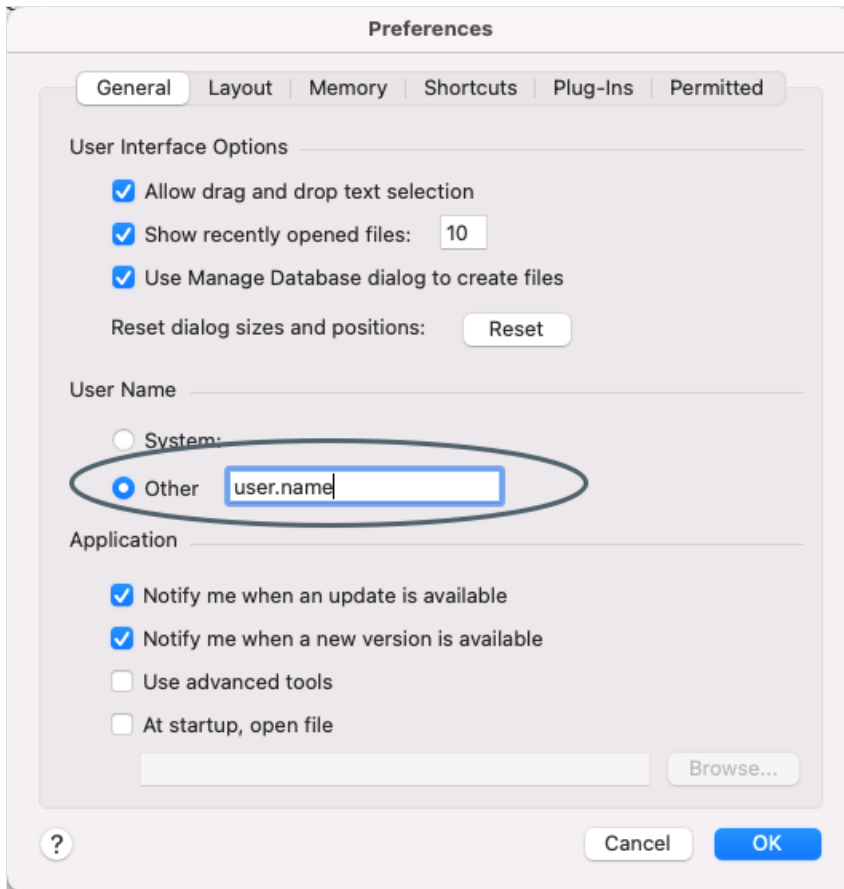
### Set Your Account Name in FileMaker

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.



3. Click **OK**.

### Update Your aACE User Name

Your system administrator can [update your user name in aACE](https://aace6.knowledgeowl.com/help/changing-a-users-account-name) (<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.