School Accounting System - Online
Login and Helpful Information

For the best School Accounting System - Online (SAS-Online) experience, follow the steps below for both the initial move to the SAS-Online environment and also for new user logins. Please note that PC users may need to have temporary administrative rights to the machine that will be regularly using and printing from the School Accounting System (SAS) to complete a one-time installation of the print drivers for a more streamlined printing experience.

Additionally, please forward this document to your technology coordinator to review the *One-Time Technical and Environmental Network Configurations* section at the top of the next page if it has not already been done. The appropriate firewall and SPF record settings can be made to ensure that access will be available and also to ensure that emails being sent from the system will not be blocked or marked as SPAM. If you have any questions, contact Customer Support at 800.756.0035 ext. 2 or email support@su-inc.com.

Online User Login
Note: The instructions to follow are for PC users. If using a Mac, please click the following link for instructions: https://sas.sui-online.com/RDWeb/Misc/Mac_OS_X.html
1. From any browser, go to https://sas.sui-online.com and then enter your username in the User Name field.
2. Enter your password in the Password field.

    If this is your first time logging in with a new username, the initial password will be **Unlimited01** and once you sign in, you will be prompted to change this password. After changing the password, sign in with the newly created password.

    If you have forgotten your password, or if your password has expired, and you have previously set up the password recovery, click the **Forgot Password?** to receive an email with a link to reset your password. For more information on the Password Recovery tool, click here.

Diagram A

3. Once logged in to the online environment, click the School Accounting System icon to launch the software and log in. In most browsers, a download will occur. **Tip:** Right-click on the download and choose **Always open files of this type** to have the system automatically open these files in the future. See **Diagram A**.
4. In some cases, an additional prompt to enter credentials will appear after launching the download. If prompted, enter the same username and password as entered in Steps 1 and 2.
5. After a brief moment, the SAS login screen will appear, enter your credentials to log into SAS. Please note these credentials are not the same as entered in Steps 1 and 2 and that there is a separate login for the SAS. If you have not received this information, please contact a user at your organization that is set up as a supervisor to have credentials added in the User Security option in SAS.
6. If this is your first time logging in, complete the following one-time setup steps:
    *   **Print Drivers:** In order to ensure fast and reliable printing, install and configure the print drivers using the instructions found here.
    *   **Password Recovery:** Set up your password recovery email address. Otherwise, if your password is forgotten, it will require your account administrator to reset the password or if needed, Customer Support can reset your password, but it will require authorization from two business officials at your district. Click here to view the setup instructions.
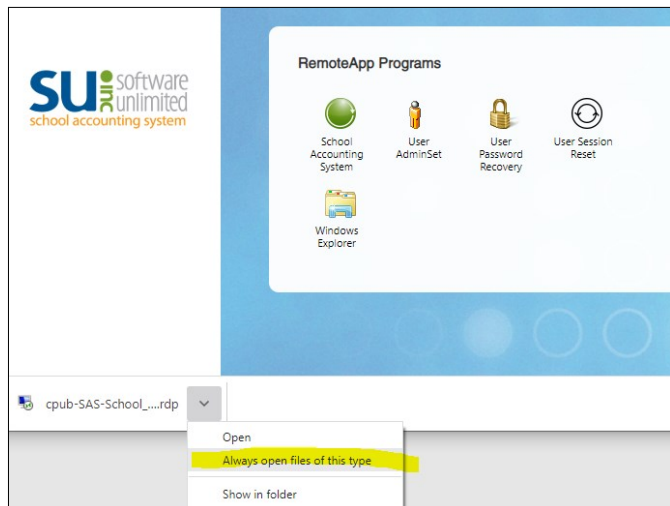
One-time Technical and Environmental Network Configurations

Your district's technology coordinator should verify and set up any necessary network configurations as follows. Please pass this information along to the appropriate persons.

Sender Policy Framework (SPF) Records:

It is recommended to add the following IP Address ranges to your district's SPF Record. When sending emails (for payroll direct deposits, requisitions, etc.) from the School Accounting System, they will be sent from our online mail server. Many mail systems such as Google Mail will designate mail as SPAM or reject it completely if the sending address is different from the mail server and there is not an SPF record in place. Add the following list of authorized IP addresses to your SPF record:

97.65.91.0/24
207.250.170.0/26
207.250.245.64/26

Firewall Settings:

Port 443 must be opened, Port 80 can be opened but is not required.

If website filtering tools are in place, please make sure to add https://sas.sui-online.com to the list of 'Allowed' sites.

Important Notes

1. On your login page, the "Help & User Guide" link in the Resources section of the screen provides instructions for setting up your workstation or mobile devices, navigating the environment, and information on tools available for the Administrator(s).

2. The current default requires a password reset every 180 days, but an option is available for online passwords to never expire. If your organization selected this option, please note that it is a convenience, is less secure, and may not be in accordance with good security practices. This option only applies to the online access and not the School Accounting System software.

3. As you will be connecting to a server offsite, all things will be dependent on your Internet connection. Please be mindful of that fact if you have peak times during the day when the Internet is slow due to student use. This is especially true if you have a one-to-one program and students are consuming Internet bandwidth on mobile devices or laptops.

   A few things to keep in mind with the online option compared to a local installation of the School Accounting System:
   - It will take several seconds to launch the environment as it sets up a secure connection.
   - There may be a lag from time to time when opening screens, saving, searching, etc.
   - It may take several seconds for certain reports to print.
   - If making a 'backup copy' to a local drive, it will take longer, depending on your Internet connection.

4. There is a nightly maintenance window for database maintenance, updates, backups, etc. This window begins at **11 pm CT**, and you will not be able to access the online environment for several hours during the scheduled maintenance window.

5. All of your physical drive letters (including any storage devices connected to USB drives) on your computer will be available in the online environment. Click here to view a short tutorial on how to save files from the online environment to your local machine. There are two additional online drives that are available as well:
   - The **(P:) Private** drive is only accessible by you.
   - The **(S:) Company Shared** drive is accessible by all users within your environment and can be used to share files including shared signature files for checks. We recommend saving all other documents to local drives or network locations at your district for easy access.

6. If you would like to add, modify, or replace operators in the online environment please email support@su-inc.com for additional details and instructions.