School Accounting System SQL Installation Instructions
SQL Express - Upgrade from 2008 to 2017

Follow the instructions below to upgrade the School Accounting System database to go from SQL Express version 2008 R2 to SQL Express version 2017. If you have any questions on completing the upgrade, contact Customer Support at 800.756.0035 ext. 2 or email support@su-inc.com.

Important Notes
- All users should be logged out of the School Accounting System during the upgrade.
- The installation steps to follow should <u>not</u> be taken on a domain server. Please contact Customer Support if you have questions on other options.
- Prior to continuing with the instructions, ensure that all windows updates have been installed and the machine has been rebooted.
- Depending on internet speed, updates done on the machine, database size and number of databases, this in-place upgrade may take anywhere from up to fifteen minutes to an hour or more to complete. Please allow for enough downtime to complete the upgrade.

Download the SQL Express Installer

These steps should be taken on the machine acting as the server/host machine for the database. If there is only one machine running the software, these steps should be taken on that machine. Before continuing, be sure you are at the correct machine.

Note: The installation requires administrator privileges. Before continuing, log into the machine as a user with local admin rights.

1. Go to the following website to access SUI's File Transfer Center: https://transfer.su-inc.com/
2. Log into the File Transfer Center. To login, enter the customer ID number for your school district in the Customer ID field and your district's 5-digit zip code in the Zip Code field; click the **Login** button.
3. Click the **Download SQL Installation** link.
4. In the Password field, enter **SQLSAS** (all caps) and then click the **Login** button.
5. A screen will appear listing the available download files, click the **Download** button to the right of the **SQL Server Express Version** option.
6. A message will appear prompting to Run or Save the file; click the **Save** button.
   Note: Depending on the Internet browser being used, an additional prompt may appear prompting for the location for which to save the file. Choose the desired location and then click the **Save** button.
7. Once downloaded, a prompt will appear asking to Run or Open the file, choose the **Run** option.
   Note: If a Windows protected your PC prompt appears, select **More info** and then click **Run anyway**. Additionally, if a User Account Control message appears asking if you want to allow this app from an unknown publisher to make changes to your device, click **Yes**.
8. When prompted for the location in which to save the unzipped file, the C:\SUISQL folder will appear by default. Click the **Unzip** button.
   Note: The WinZip Self-Extractor—SASSQL2017Express.exe screen may be minimized by default.
9. A message stating that the files were unzipped successfully will appear. Click **OK** and then close the WinZip Self-Extractor screen.
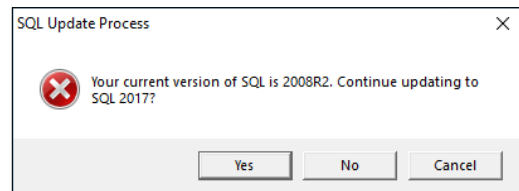
Run the Upgrade
1. Navigate to the C:\SUISQL folder and then double-click the **SASSQL2017Express.exe** file. If you do not see this folder or file, refer to the *Download SQL Express Installer* instructions in the previous section.
   Note: If a Windows protected your PC prompt appears, select **More info** and then click **Run anyway**. Additionally, if a User Account Control message appears asking if you want to allow this app from an unknown publisher to make changes to your device, click **Yes**.
2. Several short progress screens will appear and then a prompt will appear; click **Yes** to the message asking to proceed with the SQL Server Installation, Migration, and Upgrade Utility.

3. When prompted, enter your district's customer number and then click **OK**.

4. The configuration will begin and you will see several progress screens appear and close during the process.

5. Click **Yes** on the prompt showing the current version of SQL and asking if you wish to continue updating to SQL 2017. See **Diagram A**.

Diagram A

6. Several progress screens will open and close. This process may take up to ten minutes or more to complete.

7. In some instances, a message will appear indicating that the Service Pack update was successful and will prompt you to complete a reboot. Close out of any other open programs and then click **OK** to reboot now. If you receive this message, take the following steps:

   - After rebooting, restart the installer by navigating to the C:\SUISQL folder and then double-click the **SASSQL2017Express.exe** file.
   Note: If a User Account Control message appears asking if you want to allow this app from an unknown publisher to make changes to your device, click **Yes**.

   - Several short progress screens will appear and then a prompt will appear; click **Yes** to the message asking to proceed with the SQL Server Installation, Migration, and Upgrade Utility.

   - When prompted, enter your district's customer number and then click **OK**.

   - There will be a brief pause and then click **Yes** to the prompt showing the current version of SQL and asking if you wish to continue updating to SQL 2017. See **Diagram A**.
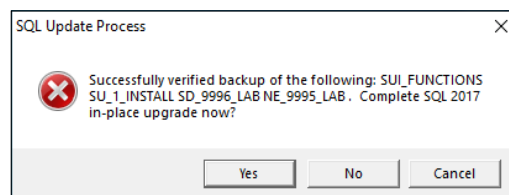
8. Several progress screens displaying the progress of the system testing a backup and restore will appear and close. A prompt stating that the backups were successfully verified will appear. Click **Yes** to complete the SQL 2017 in-place upgrade now. See **Diagram B**.
   Note: In the list of databases displayed, you may see a SUI_FUNCTIONS and a SU_1_INSTALL database listed along with your database name(s). These databases are system databases that you should expect to see in the list.

9. Several progress screens will open and close and then you will see a message stating that the Update to SQL 2017 was successful. Click **OK**.

10. Several screens will briefly appear and close and then you will receive a message that the School Accounting System SQL Server installation was completed and will ask if you wish to reboot now. Click **Yes** to reboot at this time.

11. After rebooting, your upgrade to SQL Server 2017 is complete and users can log in and use the School Accounting System again.

Diagram B