ACEMAPP STUDENT GUIDE

Welcome To ACEMAPP

ACEMAPP is an online document management, learning and certification system. It is your responsibility to stay up to date with your ACEMAPP account, including checking your inbox for reminders and alerts. You are in jeopardy of losing your clinical rotation placement(s) if you do not complete all of your requirements, courses and assessments.

1. Locate your welcome email from ACEMAPP
You will receive an email from ACEMAPP which will contain a link allowing you to set your password.

2. Log in to your ACEMAPP account
Navigate to acemapp.org and log in with your email address and password. When you log in you will be asked to agree to the FERPA consent, the Honesty Pledge and the Terms and Conditions.

3. Complete each component of your student profile
This information is shared with administrators at your school/organization. Please keep this information up-to-date.

4. Make payment, if required
Some schools require students to pay the $50 ACEMAPP membership fee. If your school requires payment, click "Make Payment" from your dashboard. If you have problems with processing a credit or debit card, contact PayPal at 1-888-221-1161.

5. Complete requirements, forms and documents
Your school or clinical site may require forms and/or documents before you can complete a clinical rotation.

6. Complete all courses and assessments
HIPAA and Bloodborne Pathogen courses will be automatically assigned to you. If you are assigned additional courses, you will receive an email. Upon completion of the courses, you must take any accompanying tests.

7. Verify completion
Your account dashboard will show green checkmarks when all required components are complete.

8. Log in to ACEMAPP to maintain and confirm compliance
You will receive an email when something is close to expiring.

Contact your school/organization with any additional questions.

Requesting ACEMAPP Support

Our team is happy to provide support M-F 8:00am-7:00pm

email: support@acemapp.org
phone: 844-223-4292

You may also request support directly from your ACEMAPP account. Follow these simple steps to request support anywhere, anytime:

1. Log In
Go to **acemapp.org** and log in to your account.

2. Click "My Support"
Click on your user name in the upper right hand corner and then click "My Support".

3. Submit New Ticket
Enter any information pertaining to your question or comment and click "submit". We will contact you as soon as possible.

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Completing Your Profile

Upon logging in for the first time, you will be asked to agree to the FERPA consent, the Honesty Pledge and the Terms and Conditions.

Next, you must complete your student profile. All required information will be indicated with and orange "Required" tag. Complete all information and click **"Save" [1]** before moving on to the next section.

Use the **"Navigation" [2]** tab to find your next required section. Click on **"Emergency" [3]** to fill out required emergency contact information and click "Passport" to complete security information which will remain private.

As a reminder, you must click "Save" at the bottom of each page to keep from losing your completed information.

When you have completed all necessary fields, you may return to your student dashboard by clicking on the **acemapp logo [4]**.

Click on **your name [5]** to access features such as your portfolio, support and CE tracker from any page.

Access everything you need to prepare for a successful clinical rotation directly from your ACEMAPP dashboard. Your dashboard and available buttons may look different, depending on the number of features turned on by your school or clinical site.

Vendors [6] The logo found in this table acts as a shortcut to your background check vendor's website, click it to link your accounts and monitor compliance.

Membership Period [7] This is your membership period information, and will show if payment is needed. Memberships last for one year.

Affiliations [8] Before you can attend your clinical(s), you need to complete everything required by your school/organization & clinical site(s) in this section.

Announcements [9] The announcements section provides additional instructions.

All Requirements [10] Requirements such as immunizations and program/course level forms and documents may be listed here. Upload or submit documentation for review. Once approved, documents will be marked with a green checkmark. You will be notified if they expire.

Courses and Assessments [11] This is a list of courses and tests required by your school. Beside each course, you'll see the number of attempts you've used, how many are available and the test expiration date. You will be notified if assessments expire.

Profile [12] Update your personal information.

Support [13] Request ACEMAPP support and/or check the status of your last request.

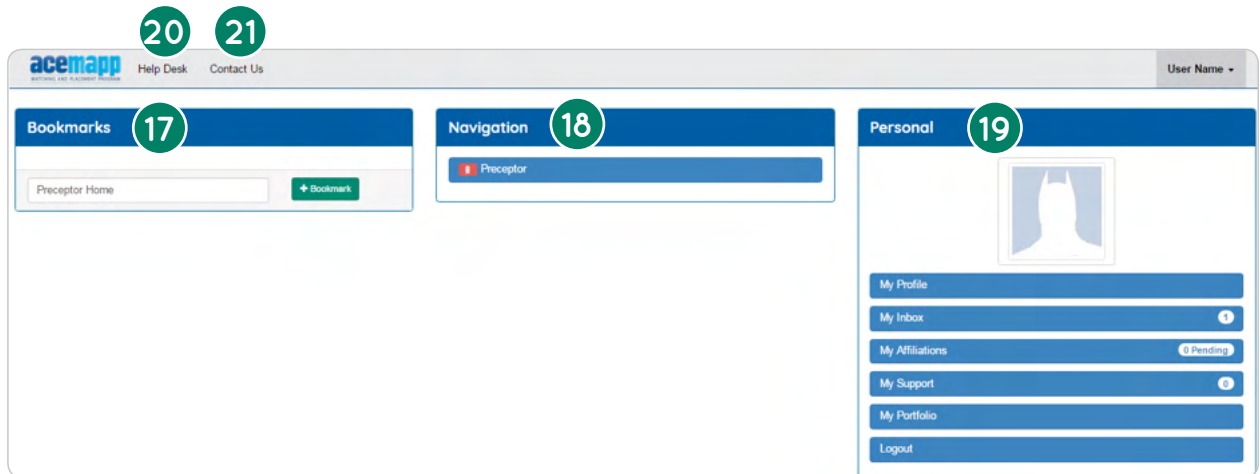**Transcript [14]** View your ACEMAPP profile history and generate a printable transcript.

Manage Affiliations [15] View and manage programs and organizations you are associated with.

My Calendar [16] View or print your calendar of upcoming rotation or personal schedule events.

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Quick Links

Click on your user name in the upper right corner of your screen to access a menu of quick links.

Bookmarks [17] Add bookmarks for the ACEMAPP pages you use most to access them quickly.

Navigation [18] Click on "Preceptor" from any page to return to your preceptor dashboard.

Personal [19] Access your most used features in the "Personal" tab.

Click "My Profile" as a shortcut to your profile information from any page.

Click "My Inbox" to view all messages from ACEMAPP. Messages you have already read in your primary email will be automatically sorted into "Read". You will always be directed to "Unread" messages first.

Click "My Affiliations" as a shortcut to your professional affiliations from any page.

Click "My Support" to submit a new ticket regarding any issue you may be experiencing with ACEMAPP. You may also view the status of your support request and view past tickets that have been marked as resolved.

Click "My Portfolio" to create or update a portfolio which can be shared with employers or colleagues. Information may include your education, experience (such as rotation history), accomplishments, and additional information about you.

Click "Logout" to securely logout from ACEMAPP at any time.

Help Desk [20] View online guides regarding the general use of ACEMAPP and well as step-by-step guides for all user types.

Contact Us [21] View ACEMAPP contact information in order to reach us directly by phone, email or contact form.