

# ACEMAPP INSTRUCTIONS

Please note: All accounts must be current and all modules completed by the deadline or you will be denied a clinical rotation.

## Step 1: Verify Email Address

Once your school has created your account, you will receive an email to verify the email address associated with your ACEMAPP account. You must verify your email before logging in. If needed, you can click the "Resend Verification" button in the [acemapp.org](http://acemapp.org) login section. Be sure to check your spam folder or search 'acemapp' in your emails if you have difficulty locating the email.

Email verification: [acemapp.org/kb/415](http://acemapp.org/kb/415)

## Step 2: Log in to your ACEMAPP account

After email verification, you will receive a welcome email from ACEMAPP, which provides a link to set your password. If you cannot locate your Welcome Email, go directly to [ACEMAPP.org](http://ACEMAPP.org), click Login, enter your email address, and select the "**Forgot Password**" option to set a password. After logging in, you must agree to the FERPA consent, the Honesty Pledge, and the Terms and Conditions.

Login: [acemapp.org/kb/53](http://acemapp.org/kb/53)

Student Dashboard navigation: [acemapp.org/kb/392](http://acemapp.org/kb/392)

## Step 3: Complete your Profile

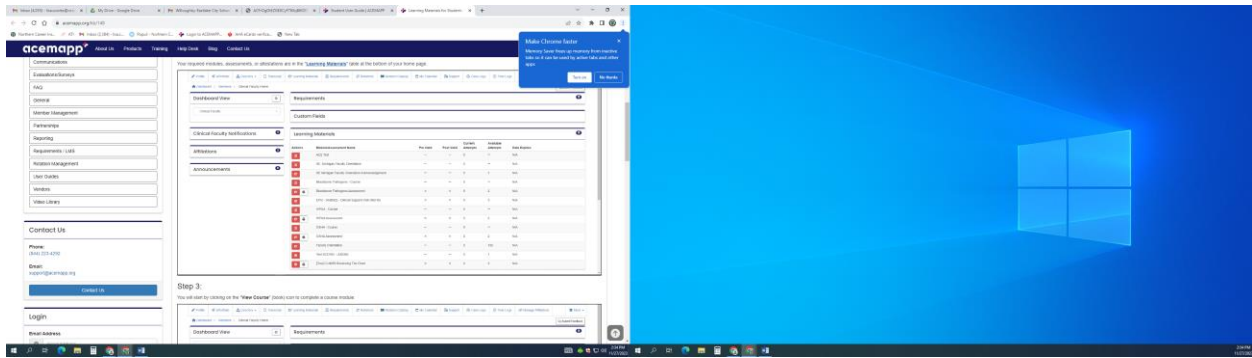
This information is shared with administrators at your university. Please keep this information up-to-date. If this information is not current, you can be denied to attend a clinical. This is at the clinical site's discretion.

Profile guide: [acemapp.org/kb/176](http://acemapp.org/kb/176)

## Step 4: Complete your Custom Fields, and Learning Materials

Click your "**Name**" in the upper right blue area and select "**Student**" under the Navigation panel to arrive at your Student Home page. Anything with a red icon (pictured below) must be completed by the deadline given. Failure to complete all of your acemapp requirements will result in not being able to attend clinical. Requirements will be entered by the school.

Learning Materials: [acemapp.org/kb/148](http://acemapp.org/kb/148)



## Step 5: View Affiliations & Check Compliance

If you had an acemapp account in the past you must accept our school's affiliation to complete your learning modules. Again, this must be accepted immediately to ensure you are able to complete your modules and profile by the deadline.

Checking Compliance with your Affiliations: [acemapp.org/kb/475](http://acemapp.org/kb/475)

### ***Troubleshooting:***

If you have any technical difficulties or trouble with your acemapp account you can request support from your Dashboard home page. You can also click on the 'Contact Us' tab to submit a request for tech support or call the toll free number listed on the screen.

Be sure to monitor your school email daily for updates regarding acemapp and your clinicals.