

Student User Guide

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.

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.

Log in guide: acemapp.org/kb/53

3. Complete each component of your student profile

This information is shared with administrators at your university and should be kept up-to-date. After you complete your profile, click "Student Home" (upper left).

Profile guide: acemapp.org/kb/176

Dashboard navigation: acemapp.org/kb/293

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 may begin your clinical rotation. Please note that ACEMAPP does not manage or approve any documents. If you have submitted documents that are currently pending approval, please reach out to your school coordinator to request a review of these items.

6. Complete all courses and assessments

HIPAA, OHSA, and Bloodborne Pathogen courses will be automatically assigned to you. If you are assigned additional courses by your school, you will receive an email. Upon completion of the courses, you must take any accompanying tests.

Courses and assessments guide: acemapp.org/kb/148

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 clinical coordinator with any additional questions.