

# Student User Guide

## **1. Locate your welcome email from ACEMAPP**

Once your school has created your account, you will receive an email from ACEMAPP containing a link to set your password.

## **2. Log in to your ACEMAPP account**

Navigate to [acemapp.org](https://acemapp.org) and log in with your school email address and password. Be sure to complete all aspects of your profile.

UAB student orientation video: [vimeo.com/532312538](https://vimeo.com/532312538)

Log in: [acemapp.org/kb/53](https://acemapp.org/kb/53)

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

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

## **3. Complete requirements**

Be sure to complete all requirements for your school and/or clinical site(s). You must upload certain requirements into ACEMAPP even if you have already submitted them to your school. Contact ESS (1-866-859-0143) to obtain access to your background/drug screen results. Contact UAB Student Health or the UAB Student Health Portal to obtain access to your required immunizations. Professional Liability form is located in NUR 004 or you may contact your faculty advisor. Uploaded requirements will show as 'pending' until closer to the rotation start date. At that time, they will be approved by your school. You may disregard ACEMAPP reminder emails as long as you have already uploaded requirements.

Complete requirements: [acemapp.org/kb/57](https://acemapp.org/kb/57)

Manage rotations: [acemapp.org/kb/240](https://acemapp.org/kb/240)

Manage affiliation requests: [acemapp.org/kb/59](https://acemapp.org/kb/59)

## **4. Submit rotation application**

While completing your rotation application, you will be able to select your Clinical Site and Preceptor of preference. If they are not listed, you may leave those fields blank and provide the details of the site or preceptor in the application. Once your school reviews the application, it will be approved and you will be assigned to a rotation. Once the rotation is approved, it will move from "Pending" to "Approved" status. You will also be asked to complete another application, used to get approval for banking hours.

Rotation applications: [acemapp.org/kb/410](https://acemapp.org/kb/410)

## **5. Complete case logs**

Clinical encounters should be completed daily using case logs specific to the course(s) you have been assigned. If you are unable to complete your case and/or time logs, please reach out to your school so they may assign you to a course.

Case log: [acemapp.org/kb/125](https://acemapp.org/kb/125)

## **6. Complete time logs**

Be sure to select which case log correlates with your time log. If you do not see the appropriate case log, please go to your Case Log area to review and confirm that the case log has been submitted correctly. Clinical faculty will review your time log(s) once complete.

Time log: [acemapp.org/kb/127](https://acemapp.org/kb/127)

## **7. Complete evaluations**

You may be asked to complete an evaluation at the end of your experience.

Evaluation guide: [acemapp.org/kb/252](https://acemapp.org/kb/252)