

# School User Guide

## Welcome to ACEMAPP

ACEMAPP is a secure, online, clinical rotation matching, student on-boarding, and document storage solution for clinical sites, schools and consortia.

Your role as a school coordinator requires a few major steps before students/faculty may begin their rotation(s).

### Getting Started

Log in to ACEMAPP to view the following step-by-step guides:

#### 1. Request partnership(s) with clinical site(s)

Request partnership(s) for rotations: [acemapp.org/kb/133](https://acemapp.org/kb/133)

#### 2. Create student/faculty accounts

Create accounts: [acemapp.org/kb/20](https://acemapp.org/kb/20)

#### 3. Request rotations

Create new: [acemapp.org/kb/135](https://acemapp.org/kb/135)

Add rotations: [acemapp.org/kb/14](https://acemapp.org/kb/14)

Replicate rotations: [acemapp.org/kb/65](https://acemapp.org/kb/65)

#### 4. Assign students/faculty to roster

Students: [acemapp.org/kb/29](https://acemapp.org/kb/29)

Faculty: [acemapp.org/kb/101](https://acemapp.org/kb/101)

#### 5. Review student/faculty requirements

Student upload documents: [acemapp.org/kb/60](https://acemapp.org/kb/60)

Schools manage student requirements: [acemapp.org/kb/22](https://acemapp.org/kb/22)

#### 6. Monitor student compliance with reporting

Rotation preparedness report: [acemapp.org/kb/75](https://acemapp.org/kb/75)

#### 7. Verify "roster sent"

Keep track of upcoming rotations: [acemapp.org/kb/31](https://acemapp.org/kb/31)

Students and faculty will only be asked to complete requirements once they are assigned to their rotation in ACEMAPP, unless you have worked directly with the ACEMAPP team to set up requirements for your school. Please reach out to us if you haven't done this, but would like to.



### Requesting Support

Our team is happy to provide support by phone at 844-223-4292 or by email at [support@acemapp.org](mailto:support@acemapp.org). 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](https://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.