

ACEMAPP STUDENT GUIDE

Welcome To ACEMAPP

ACEMAPP is a secure online student clinical document tracking and storage solution. You will be completing a profile and courses and corresponding assessments. This system also includes a checklist of additional requirements and forms which are necessary for your program courses.

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 Terms of Use and Privacy Policies.

3. Complete each component of your student profile

This information is shared with administrators at your university. Please keep this information up-to-date.

4. Link your ImmuniTrax (VerifyStudents) account

Your ACEMAPP dashboard will display a *VerifyStudents* logo, click it and follow the prompts to link both accounts. Download the instructions at uopx.acemapp.org.

5. Complete requirements, forms and documents

Your courses require additional requirements such as clinical hours logs evaluations, and skills checklists.

6. Complete all courses and assessments

HIPAA 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.

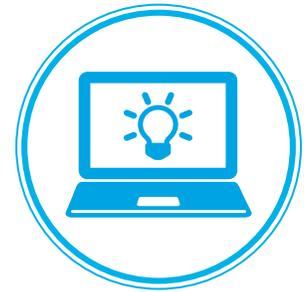
7. Verify completion

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.



Requesting ACEMAPP Support

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

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.



ACEMAPP Student Guide

Student Dashboard Overview

The dashboard includes a top navigation bar with links for Profile, Support, View Rotations, Transcript, Courses & Assessments, Requirement Documents, My Calendar, and Manage Affiliations. Below the navigation bar are several sections:

- 1 Vendors:** A table with one entry for VerifyStudents.com.
- 2 Membership Period:** Shows an expiration date of 09/28/2019.
- 3 Affiliations:** A table with columns for Organization, Pay, Profile, Req, and Test. It lists UoPX and a rotation for 133167.
- 4 Announcements:** A welcome message from the University of Phoenix LPN to BSN Program.
- 5 All Requirements:** A table with columns for Requirements, Date Complete, Date Expires, Pre-Req Valid, Post-Req Valid, Waiver, and Documents. It lists various forms and immunizations.
- 6 Courses and Assessments:** A table with columns for Course/Assessment Name, Current Attempts, Available Attempts, and Test Exp Date. It lists Bloodborne Pathogens - Course (UPX) and Bloodborne Pathogens Assessment - UPX.

Vendors [1] 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 [2] This is your membership period information, and will show if payment is needed. Memberships last for one year.

Affiliations [3] Review your active courses and compliance status.

Announcements [4] The announcements section provides additional instructions.

All Requirements [5] Requirements such as immunizations and program/course level forms and documents are listed here. Upload or submit documentation for review by your school coordinator. Once approved, documents will be marked with a green checkmark. You will be notified if they expire.

Courses and Assessments [6] 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 [7] Update your personal information.

Support [8] Request ACEMAPP support and/or check the status of your last request.

View Rotations [9] See the details of your clinical rotation(s).

Transcript [10] View your ACEMAPP profile history and generate a printable transcript.

My Forms [11] When you are assigned to a course that requires recording of clinical hours, you will complete a form. To record your clinical hours weekly, by clinical rotation, click "My Forms" at the top of your student dashboard. See next page for more details on how to complete your forms.

Personal Schedule [12] Personal Schedules allow you to schedule your clinical time for the following courses: NSG 420, NSG 450 and NSG 470. You will also be required to complete Weekly Clinical Hours Log for the personal schedule you have created based on your course (NSG 420, 250, 470) assignment.



ACEMAPP Student Guide

Completing Forms

From your dashboard, click **“My Forms”** [13].

Toggle between current and completed courses and/or rotations at the top of the page to see your clinical hour logs. You may view both total and approved hours in every table.

You may review the logs you have submitted in the **main table** [14]. You will also see all of the course requirements that will need to be uploaded in ACEMAPP throughout your course.

You will receive these logs when you're assigned to a clinical rotation, and then every 7 days. When a new form is available, it will be labeled as “Pending Form Completion” and highlighted in yellow. You can click the **pencil icon** [15] to complete this form.

From this form, you must fill out all necessary information, electronically sign, and enter the total number of hours. The hours you enter here will populate into your overall hours.

Once you have submitted the form, it will be highlighted in blue and the status will be “Pending Review”. The form will need to be reviewed by your school.

NOTE: if you have entered something incorrectly on the form, you may click the red button to **“Refresh”** [16] the form. This will remove all information that was entered, allowing you to start over.

Your school will either approve or deny the form. If they deny the document, they may leave a note explaining why they denied it. If it is denied, you can “Refresh” the form to correct the information. Once the form is approved, the hours will be accounted for and you may review your form by clicking the document or **PDF icon** [17].

If you need to re-enter the form after it's approved, you will need to contact your school.

The screenshot shows the ACEMAPP dashboard navigation bar with the following tabs: Profile, Support, View Rotations, Transcript, Courses & Assessments, Requirement Documents, My Calendar, Manage Affiliations, Billing, My Forms, Events, Case Logs, Time Logs, and Personal Schedule. A red circle labeled '13' highlights the 'My Forms' tab.

Below the navigation bar is a table for 'Rotation 11111 [Precepted Rotation]'. The table has columns for Start Date, End Date, Entities, Hours Total, and Hours Approved. The data is as follows:

Start Date	End Date	Entities	Hours Total	Hours Approved
09/13/2018	11/30/2018	University of Phoenix LPN to BSN Program [School] 9Health Fair [Clinical Site]	27	5

Below the rotation table is a table for 'Course: NSG/440: Pediatric Nursing'. It has columns for Total Hours and Approved Hours. The data is as follows:

Total Hours	Approved Hours
27	5

Below the course table is a table of clinical hour logs. It has columns for Action, Form, Assigned, Completed, Hours, and Status. The data is as follows:

Action	Form	Assigned	Completed	Hours	Status
	UPX LPN to BSN Weekly Clinical Hours Log	09/06/2018	09/27/2018	5	Approved by First Last on 09/27/2018
	UPX LPN to BSN Weekly Clinical Hours Log	09/13/2018	09/27/2018	10	Denied by First Last on 09/27/2018 Notes from school
	UPX LPN to BSN Weekly Clinical Hours Log	09/20/2018	09/27/2018	12	Pending Review
	UPX LPN to BSN Weekly Clinical Hours Log	09/27/2018		0	Pending Form Completion

At the bottom of the table, there are summary rows: 'Approved Hours:5' and 'Total Hours:27'. A red circle labeled '14' highlights the table header, '15' highlights the pencil icon, '16' highlights the refresh icon, and '17' highlights the PDF icon.