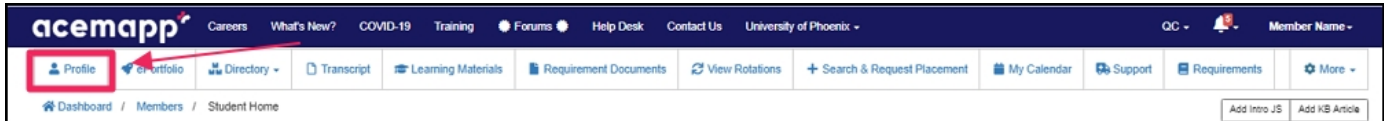
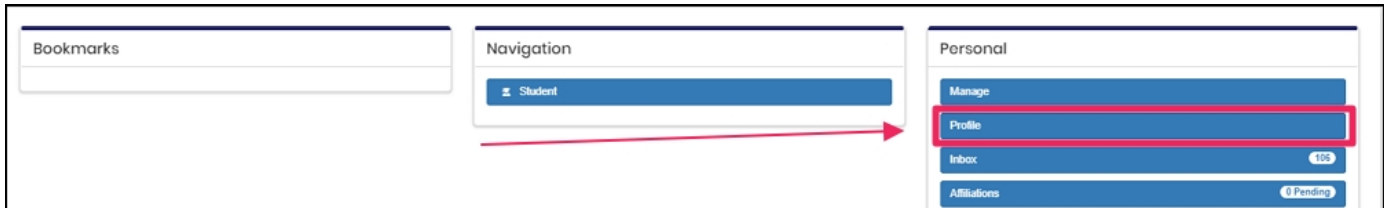


The Update Profile page allows you to enter and edit your personal information in ACEMAPP.

To update your Profile, click the **"Profile"** tab on your Home page.



or you can click your name in the top-right corner and select **"Profile"** from the drop-down menu.

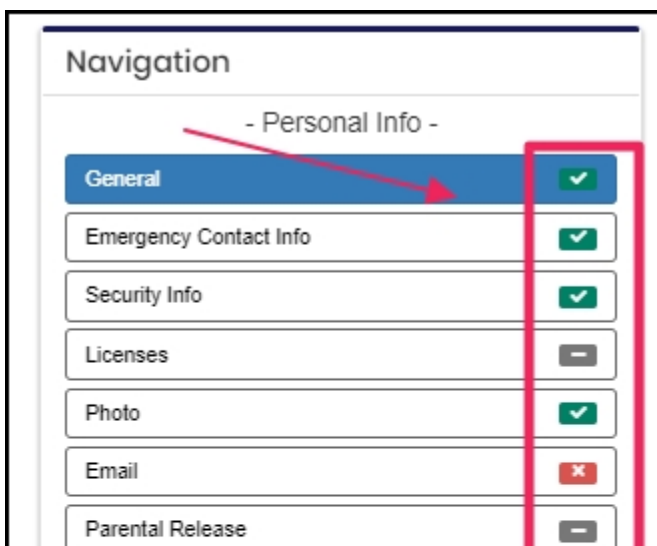


Profile Completion

As you complete your required profile areas, you will see a **red "x"** turn to a **green check**. To proceed to your Home page, you must eliminate the **red "x's"**.

Icon	Status	Description
	COMPLETE	This section has been filled in for all required elements.
	INCOMPLETE	This section has not been filled enough to consider Complete or it is missing Required information.
	OPTIONAL FIELD	This section is optional and currently has no affect on your account. This can change depending on future connections and affiliations.

Note: If you are a school or clinical user, only the **"General Tab"** is required before accessing your Home page.



Graduation Date

- System -

Password

Google 2Factor Auth

Security Questions

Opt-Out

Entity Edit Permissions

General Tab

Enter/Update your **Name**, **Address**, **Phone Number**, **Birth Date**, **Gender**, turn **Accessibility Mode** Off/On in ACEMAPP, or turn on ACEMAPP's **Career Matching System**.

Click "**Save**" before moving to a new section.

Note: Required fields (noted with an orange tab) are needed for specific institutions you are affiliated with.

Home / Members / Student Home / Leghorn Foghorn / Update Profile

Navigation

- Personal Info -

- General
- Emergency Contact Info
- Security Info
- Custom
- Licenses
- Photo
- Email
- Graduation Date

- System -

- Password
- Google 2Factor Auth
- Security Questions
- Opt-Out
- Entity Edit Permissions

General

Prefix/Title: Prefix/Title

First Name *: Leghorn

Middle Initial *: A

Last Name *: Foghorn

Suffix: Suffix

Address *: 123 Test, Address Street 2, Okemas, Michigan, 48840

Phone Number *: (123) 456-7890

Birth Date enter date as mm/dd/yyyy *: 12/30/1974

Timezone: (UTC-05:00) America, Detroit

Gender *: Other

Accessibility Mode On: Yes No

What changes in accessibility mode?

Enable Careers System: Yes No

Save

Emergency Tab

Enter to your **Emergency Contacts Name**, **Relationship**, **Contact Phone Number**, or **Contact Address**.

Click "**Save**" before moving to a new section.

Home / Members / Student Home / Leghorn Foghorn / Update Profile

Navigation

- Personal Info -

- General
- Emergency Contact Info
- Security Info
- Custom
- Licenses
- Photo
- Email
- Graduation Date

- System -

- Password
- Google 2Factor Auth
- Security Questions

Emergency Contact Info


Emergency Contact Name *:

Emergency Contact Relationship *: Emergency Contact Relationship

Emergency Contact Phone Number *: Emergency Contact Phone Number

Emergency Contact Address *:

Save



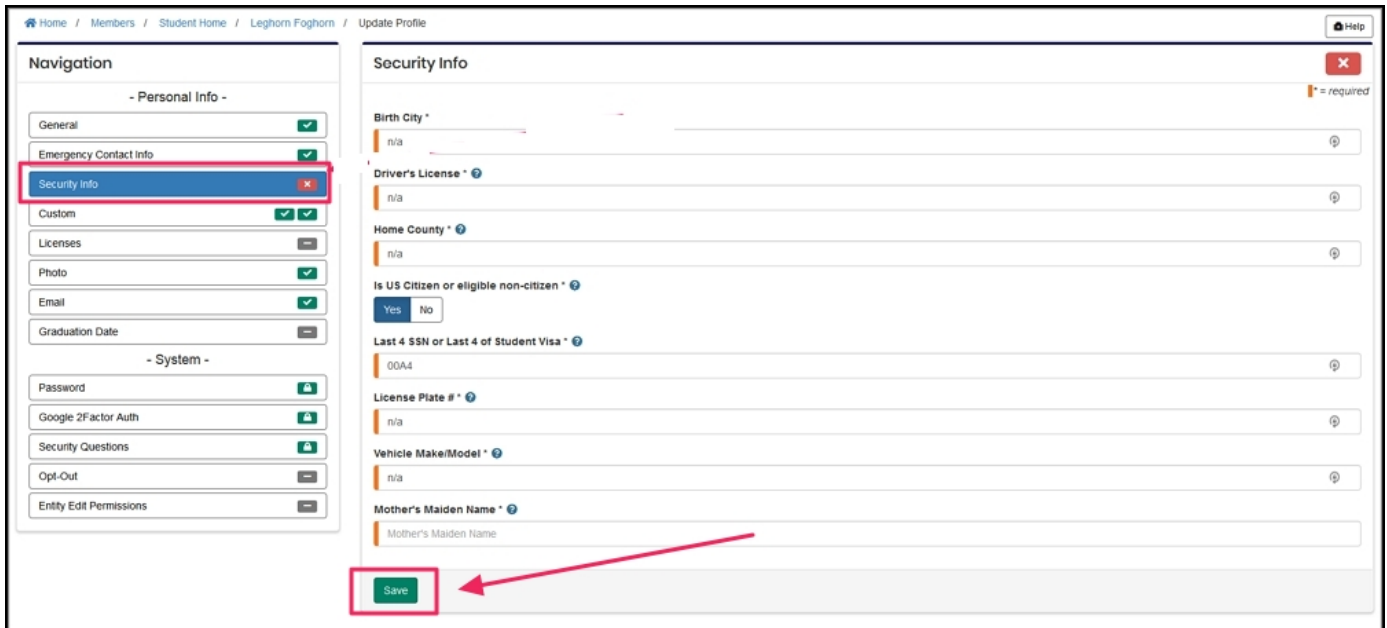
Opt-Out

Entity Edit Permissions

Security Info Tab

Enter to your **Birth City**, **Drivers License**, **Home Country**, **Citizenship** status, your last 4 digits of your **SSN or Student Visa**, **License Plate #**, **Vehicle Make/Model** and **Mother's Maiden Name**.

Click "**Save**" before moving to a new section.



Home / Members / Student Home / Leghorn Foghorn / Update Profile

Navigation

- Personal Info -
- General
- Emergency Contact Info
- Security Info**
- Custom
- Licenses
- Photo
- Email
- Graduation Date
- System -
- Password
- Google 2Factor Auth
- Security Questions
- Opt-Out
- Entity Edit Permissions

Security Info

Birth City *

Driver's License *

Home Country *

Is US Citizen or eligible non-citizen *

Yes No

Last 4 SSN or Last 4 of Student Visa *

License Plate # *

Vehicle Make/Model *

Mother's Maiden Name *

Mother's Maiden Name

Save

Custom Tab

If your school/site has any custom fields required, you can enter the information here.

Click "**Save**" before moving to a new section.



Home / Members / Student Home / Leghorn Foghorn / Update Profile

Navigation

- Personal Info -
- General
- Emergency Contact Info
- Security Info
- Custom**
- Licenses
- Photo
- Email
- Graduation Date
- System -
- Password
- Google 2Factor Auth
- Security Questions
- Opt-Out
- Entity Edit Permissions

Custom

Employee?

Yes No

Grad date *

12/30/2021

QA

QA

Save

Licenses

Fill in any **professional licenses** you possess. You can also upload an image of your license. If you do not have any Licenses, please leave this section blank.

Click **"Save"** before moving to a new section.

The screenshot shows the 'Update Profile' page with the 'Licenses' section active. The left navigation panel has 'Licenses' highlighted. The main content area shows a form for adding a new license. A red box highlights the 'Save' button at the bottom of the form, with a red arrow pointing to it.

Photo

The **Photo** panel allows you to upload a photo into ACEMAPP. The photo must be in a .jpg, .jpeg, .png, .gif, or .bmp format.

Click **"Save"** before moving to a new section.

Note: "Clear Current Photo?" must be toggled to "No" when attempting to upload a photo for the first time.

The screenshot shows the 'Update Profile' page with the 'Photo' section active. The left navigation panel has 'Photo' highlighted. The main content area shows a form for uploading a photo. A red box highlights the 'Save' button at the bottom of the form, with a red arrow pointing to it.

Email

Enter/Update or add an email address to your account. You will need to verify each email address on your account. Rotation, Requirement, and other essential Membership notifications will be sent to the email address you enter/verify.

****When removing an email address, you must enter your password in the field below the email table.****

Click **"Save"** before moving to a new section.

Note: To ensure that you receive all emails from ACEMAPP, please add our email domain acemapp.org or our email addresses (support@acemapp.org and system@acemapp.org) to your Not Spam/Junk email list.

Home / Members / Student Home / Leghorn Foghorn / Update Profile

Navigation

- Personal Info -
- General
- Emergency Contact Info
- Security Info
- Custom
- Licenses
- Photo
- Email**
- Graduation Date

Email

Remove Email Address

Leghorn Foghorn@example.com

New Email Address

Please enter your current password in order to change your email address(es)

Please enter your current password in order to change your email address(es)

Save

Password

Change your password. Click **"Save"** before moving to a new section.

Home / Members / Student Home / Leghorn Foghorn / Update Profile

Navigation

- Personal Info -
- General
- Emergency Contact Info
- Security Info
- Custom
- Licenses
- Photo
- Email
- Graduation Date
- System -
- Password**
- Google 2Factor Auth
- Security Questions
- Opt-Out
- Entity Edit Permissions

Password

Current Password

Current Password

Password (Must have a minimum of 8 characters and a score of 2 or better to save) Password is set 0

New Password

New Password Score: 0/4

Confirm New Password

Confirm New Password Score: 0/4

Example: A password of "ReallyLoveAcemapp!" will be easier to remember and will score much higher than a complex but short password like "Ac3M4pp!"

Save

Google 2Factor Auth

This feature allows you to add an extra layer of security to your ACEMAPP account. To enable this, select **YES** and then **Scan** the QR code with your Smart Phone using the *Google Authenticator App*.

Click **"Save"** before moving to a new section.

Note: Once this feature is enabled, you must have access to the Authenticator code as it will be necessary to log in to ACEMAPP.

Navigation

- Dashboard
- Personal Info -
- General
- Emergency Contact Info
- Secure SSN
- Security Info
- Preceptor
- Mentor
- Custom
- Licenses
- Photo
- Email
- Parental Release
- Programs / Professions
- Graduation Date
- System -
- Password**

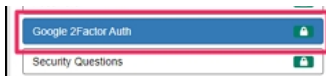
Google 2Factor Auth

Would you like to create this verbiage? Click Here to get started!

Google Authenticator G2FA has been successfully activated.

Yes No

Save



Security Questions

These optional fields make it easier to identify you when contacting ACEMAPP Support.

Select a "**Security Question**" to answer and enter your Answer in the space provided.

Click "**Save**" before moving to a new section.

The screenshot shows the 'Update Profile' page with a navigation sidebar on the left. The 'Security Questions' section is active, showing three questions and their answers. The 'Save' button at the bottom of the section is highlighted with a red box, and a red arrow points to it.

Security Question	Security Question Answer
Security Question 1 What is the first and last name of your first boyfriend or girlfriend?	Christine
Security Question 2 On what street did you grow up?	Springfield
Security Question 3 Which is your favorite web browser?	The one in front of me

Opt-Out

If you no longer wish to receive notifications from ACEMAPP, you can opt-out. Select the mailing to opt-out and click "**Save**" to update your settings.

Note: If you are a student, we advise you to not opt-out of any emails, as we will only send you emails that are relevant to your account status.

The screenshot shows the 'Update Profile' page with a navigation sidebar on the left. The 'Opt-Out' section is active, showing options to opt-out of promotional offers and targeted advertising. The 'Opt-Out' link in the sidebar is highlighted with a red box, and a red arrow points to it.

OptOut	Mailing
<input checked="" type="checkbox"/>	ACEMAPP - Affiliation Request to You Notifies you if an entity in ACEMAPP requests an affiliation with you
<input checked="" type="checkbox"/>	ACEMAPP - Pending Rotation ##ROTATION_ID_USE## Request Edited Notification of edits made to pending rotations.
<input checked="" type="checkbox"/>	ACEMAPP - User Affiliation Request Notifies you if an ACEMAPP member requests an affiliation with your organization.
<input checked="" type="checkbox"/>	ACEMAPP Careers Interest Expressed
<input checked="" type="checkbox"/>	ACEMAPP Invitation Invitation message to join ACEMAPP
<input checked="" type="checkbox"/>	ACEMAPP Member Registration This email notifies you if someone has created an account for you in ACEMAPP.
<input checked="" type="checkbox"/>	Affiliation Invitation Affiliation Invitation
<input type="checkbox"/>	Application Approved This email is sent when an application is approved.
<input type="checkbox"/>	Application Denial

Entity Edit Permissions

This feature allows your school to access your profile and edit information such as your email address, date of birth, and other profile questions. To grant your school access, click inside the **"New Permission"** field and select your school from the drop-down menu.

Click **"Save"** before moving to a new section.

The screenshot displays the 'Entity Edit Permissions' interface. On the left, a 'Navigation' sidebar lists various sections under '- Personal Info -' and '- System -'. The 'Entity Edit Permissions' section is highlighted in blue. The main content area, titled 'Entity Edit Permissions', features a 'New Permission' dropdown menu with 'New Permission' selected. Below this, a green 'Save' button is highlighted with a red box, and a red arrow points to it from the right.