

Uploading Your ACEMAPP Requirements



Requirements / LMS (/kb/tags/13)

Member Types:

Completing your ACEMAPP requirements is an essential first step toward participating in a clinical rotation. The documents you upload through ACEMAPP are available for your school coordinator to review.

Uploading your Requirement Documents

Step 1:

Click on your **name** in the upper-right-hand corner of your page, then under the **Navigation** tile, click on the appropriate member type to go to your **Home Page**.

The screenshot displays the ACEMAPP user interface. At the top, the navigation bar includes the ACEMAPP logo, links for Training, Help Desk, Blog, Contact Us, Forums, and MI Info, and a user profile dropdown labeled "User Name". The main content area is divided into several sections:

- Bookmarks:** Contains links for "Requirements | ACEMAPP" and "Dashboard | ACEMAPP".
- Omni Search:** A search bar with a "Search" button.
- Super Search:** Multiple search filters including Entity Search, Member Search, Member Search By Phone, Rotation Search, Job Search, and Ticket Search, each with a "Search" button.
- Navigation:** A central menu with five options: Clinical User, School User, Clinical Faculty, Student, and Professional. This entire section is highlighted with a red rectangular box, and a red arrow points to the "Professional" option.
- Personal:** A sidebar menu with options like Manage, Profile, Career Profile, Inbox (5), Affiliations (0 Pending), Support (0), CE Tracker, Calendar, ePortfolio, Toggle Dark Mode, and Logout.

A red arrow at the bottom right points upwards towards the Navigation menu.

Step 2:

From your home page, in the **Requirements** table, click the **"Manage Requirement"** icon found under the **Actions** column.

NOTE: The red X means that the requirement is incomplete. If there is a green checkmark, then the requirement is complete with a completion date. If a document is **Pending Review**, it will remain incomplete until approved.

The screenshot shows the ACEMAPP interface with a top navigation bar containing links like Profile, ePortfolio, Directory, Transcript, Learning Materials, Requirements, Rotations, Rotation Catalog, My Calendar, Support, Case Logs, Time Logs, Manage Affiliations, and More. The main content area is divided into a left sidebar and a right main panel. The sidebar includes sections for Dashboard View, Student Notifications, Vendors (with a VerifyStudents logo), and Affiliations (showing School and Rotations compliance status). The main panel is titled 'Rotations' and contains a 'Requirements' table. The table has columns: Actions, Incomplete Requirements, Pre Valid, Post Valid, Date Complete, Date Expires, and Waiver. A red arrow points to the 'Manage Requirement' icon in the Actions column for the first row, 'School Test Requirement'.

Actions	Incomplete Requirements	Pre Valid	Post Valid	Date Complete	Date Expires	Waiver
	School Test Requirement	---	X	---	---	---
	School Test Requirement2	X	X	---	---	---
	BLS	X	X	---	---	---
	Drug Screen	X	X	---	N/A	---
	Hepatitis B	X	X	---	N/A	---
	Measles, Mumps & Rubella (MMR)	X	X	---	N/A	---
	Professional Liability Insurance with exp.	X	X	---	---	---
	TB	X	X	---	---	---
	TB (Options Within)	X	X	---	N/A	---
	Tetanus, Diphtheria and Pertussis (TDAP)	X	X	---	---	---

Step 3:

Read the **Requirement Description** for instructions. The file needs to be in a PDF or image format.

Enter the **Completion Date** for the requirement. This was when the item was completed, **NOT** the date you are uploading the document. Then, click **"Browse"** to select your document from your computer. Click **"Submit"** once you have selected your document.

To add additional files, click the second **"Browse"** button under **"Additional files"** to select your document from your computer.

- **On Windows:** Hold the **CTRL** key + left-click on the mouse to select multiple files.
- **On a Mac:** Hold the **Command** key + left-click on the mouse to select multiple files.

NOTE: You may also select a range of files using the **Shift** key on your keyboard.



Dashboard / Members / Student Home / Requirements / Member Requirement Documents [Submit Feedback](#)

Navigation Historical Documents

Indicator 1 indicates requirement status. Indicator 2 indicates document status.

- School Test Requirement
- School Test Requirement2
- BLS
- Background Check
- Drug Screen
- Hepatitis B
- Measles, Mumps & Rubella (MMR)
- Placement Request
- QA
- TB**
- Tetanus, Diphtheria and Pertussis (TDAP)
- Varicella (Chicken Pox)
- TB (Options Within)
- Tiered Test

TB ⚠ = required

ACEMAPP does *not* manage your documentation. Please contact your coordinator with any questions regarding your requirements and documentation.

[Would you like to edit this verbiage? Click Here to get started!](#)

Requirement Date Complete	Requirement Date Expires	Pre-Req Valid	Post-Req Valid
---	---	×	×

ACE College is using American Data Bank / Complio to manage this requirement.

Requirement Description

Please provide your most recent TB record.

Enter a completion date * [?]

Enter a completion date

Upload new documents

Select a file (PDF and image only)

Browse...

Additional files (PDF and image only, hold control to select multiple)

Browse...

OR use a previous upload

[View Previous Uploads](#) [Clear Previous Upload Selection](#)

[Submit](#)

Notes

Uploading from Previous Uploads

Step 1:

If you want to use a document you have already submitted, you can select that document by clicking **"View Previous Uploads"**.

Dashboard / Members / Student Home / Requirements / Member Requirement Documents [Submit Feedback](#)

Navigation Historical Documents

Indicator 1 indicates requirement status. Indicator 2 indicates document status.

- School Test Requirement
- School Test Requirement2

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Requirement Date Complete	Requirement Date Expires	Pre-Req Valid	Post-Req Valid
---------------------------	--------------------------	---------------	----------------

[View Previous Uploads](#) [Clear Previous Upload Selection](#)

[Submit](#)

Notes

ACE College is using American Data Bank / Compio to manage this requirement.

Requirement Description
Please provide your most recent TB record.

Enter a completion date * ⓘ
Enter a completion date

Upload new documents
Select a file (PDF and Image only)
Browse...

Additional files (PDF and Image only, hold control to select multiple)
Browse...

OR use a previous upload
View Previous Uploads Clear Previous Upload Selection

Submit

Step 2:

Click **"Select"** next to the document you wish to upload for this requirement and then click **"OK"**.

acemapp Training Help Desk Blog Contact Us Forums MI Info

Dashboard / Members / Student Home / Requirements

Navigation Historical Documents

Indicator 1 indicates requirement status. Indicator 2 indicates document status.

School Test Requirement School Test Requirement2 BLS Background Check Drug Screen Hepatitis B Measles, Mumps & Rubella (MMR) Placement Request QA TB

Select from previous uploads

10 records per page Search: Previous 1 Next

Showing 1 to 2 of 2 entries

Select	Requirement	Status	Date Uploaded	Date Completed	View
Select	Background Check	Approved	10/07/2022	10/04/2022	View Files
Select	Drug Screen	Pending	10/07/2022	10/06/2022	View Files

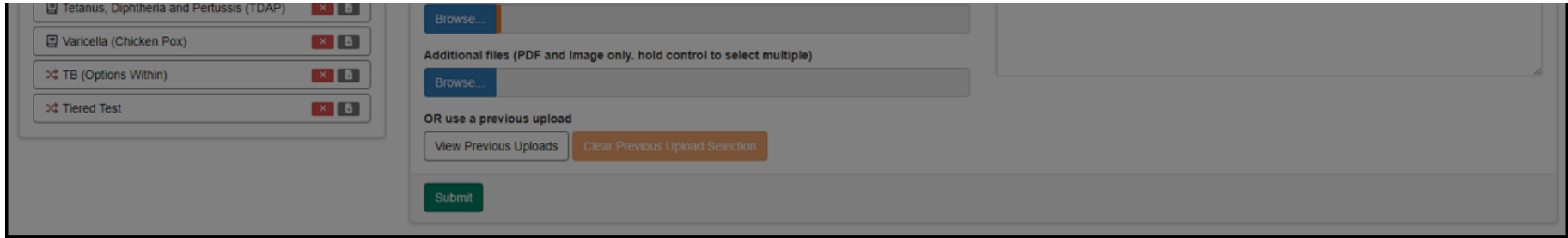
Showing 1 to 2 of 2 entries Previous 1 Next

OK

Enter a completion date * ⓘ
Enter a completion date

Upload new documents
Select a file (PDF and Image only)

Post-Req Valid

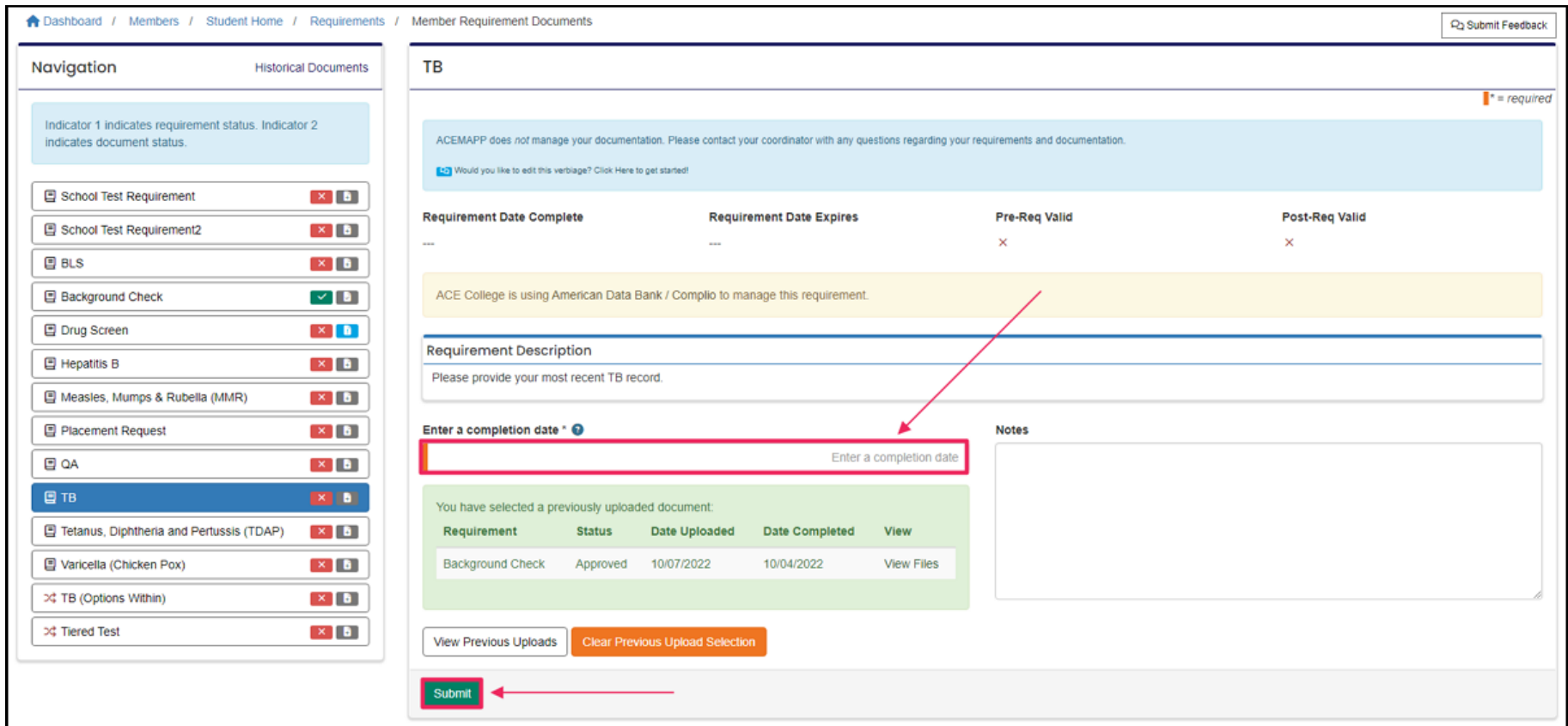


Tetanus, Diphtheria and Pertussis (TDAP) ✕ 📄
 Varicella (Chicken Pox) ✕ 📄
 TB (Options Within) ✕ 📄
 Tiered Test ✕ 📄

Browse...
 Additional files (PDF and image only, hold control to select multiple)
 Browse...
 OR use a previous upload
 View Previous Uploads Clear Previous Upload Selection
 Submit

Step 3:

To view the file selected, click **"View Files"** to open **Document Viewer**. If this is the document you wish to upload, enter a **Completion Date**, include any **Notes** associated with the requirement, and click **"Submit"** to complete the submission.



Dashboard / Members / Student Home / Requirements / Member Requirement Documents Submit Feedback

Navigation Historical Documents

Indicator 1 indicates requirement status. Indicator 2 indicates document status.

School Test Requirement ✕ 📄
 School Test Requirement2 ✕ 📄
 BLS ✕ 📄
 Background Check ✓ 📄
 Drug Screen ✕ 📄
 Hepatitis B ✕ 📄
 Measles, Mumps & Rubella (MMR) ✕ 📄
 Placement Request ✕ 📄
 QA ✕ 📄
 TB ✕ 📄
 Tetanus, Diphtheria and Pertussis (TDAP) ✕ 📄
 Varicella (Chicken Pox) ✕ 📄
 TB (Options Within) ✕ 📄
 Tiered Test ✕ 📄

TB 🔔 = required

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

Requirement Date Complete --- Requirement Date Expires --- Pre-Req Valid ✕ Post-Req Valid ✕

ACE College is using American Data Bank / Compilo to manage this requirement.

Requirement Description
 Please provide your most recent TB record.

Enter a completion date * ?
 Enter a completion date

You have selected a previously uploaded document:

Requirement	Status	Date Uploaded	Date Completed	View
Background Check	Approved	10/07/2022	10/04/2022	View Files

View Previous Uploads Clear Previous Upload Selection

Submit



FAQs

I uploaded my requirement, but it still shows incomplete. Why?

- Your upload status will show that it's **Pending** until it is reviewed and approved by your school coordinator or clinical site. Once approved, the requirement will show completion with a green check. If the document is denied, you will receive an email notification, and it will remain incomplete.

What do I do if there is no option to upload my documents?

- In this case, your school may manage your requirements on your behalf. Contact your school coordinator regarding their process for completing these requirements. They may have included an announcement on your home page regarding using a third-party vendor to manage your Requirements.

How do I find a document previously uploaded in ACEMAPP?

- On your home screen, select the "**Requirements**" tab, then select "**View Documents**" in the top left-hand corner. In the **Navigation** box, click on the "**Historical Documents**" button. Historical Documents list all documents you have uploaded and what requirement(s) they fulfill d. You can also download the document to your computer from this area.

Was this article helpful?

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