

This tips & tricks video is intended to help our students easily understand their home page and track compliance in ACEMAPP. Watch the video or follow the steps outlined below to learn more.



IMPORTANT: Please see our Related Help Desk Guide for further guidance at the bottom of this article for more details on each section.

Navigating to your home page

- Once logged in to ACEMAPP at the top right corner of any ACEMAPP page, click your **"Name"** in the upper-right corner.
- Click on the appropriate member type from the drop-down menu under **navigation**.

Managing your home page

- When you navigate to your student home page, you will have an **"items requiring attention"** pop-up to remind you of incomplete items in ACEMAPP.
- You can move, collapse, and expand each box on your home page for easy navigation and viewing.

Rotations table

- The rotations table shows the rotation ID, start and end dates, program, and status of any current or upcoming rotation assignments you have in ACEMAPP.
- You will also see incomplete or expiring items under the compliance column.

Requirements table

- Your requirements table will show items you may need to complete based on your affiliation to an entity or rotation assignment.
- To upload documentation, click the "**manage requirement**" icon in the Requirements table under the **Actions** column.
 - **Important:** *If there is no "**manage requirement**" button, please contact your school coordinator regarding how they would like you to share documentation with them so they can update your requirements to reflect compliance within ACEMAPP.*

Custom fields table

- Your school or clinical site may capture specific information from you.
- A custom field is a part of your profile.
- To complete the custom fields, click "**Edit**," "enter the required information, and click "**Save**."

Learning materials table

- Your school and/or the clinical site may require you to complete courses, modules, or assessments before the start of your rotation.
- Required modules, assessments, or courses are located at the bottom of your home page in the **learning materials** table.

Affiliations and compliance

- The **affiliations** table on the left-hand side of your home page shows overall compliance.
- You must check your school's **compliance** column and each rotation you may be assigned to in ACEMAPP.

Announcements table

- View essential announcements from your school or clinical site for further information.

Vendors table

- Your school or clinical site may work with various third-party vendors to help streamline your background check and/or immunization processes.
- If applicable, you will see a vendors table under your student notifications.