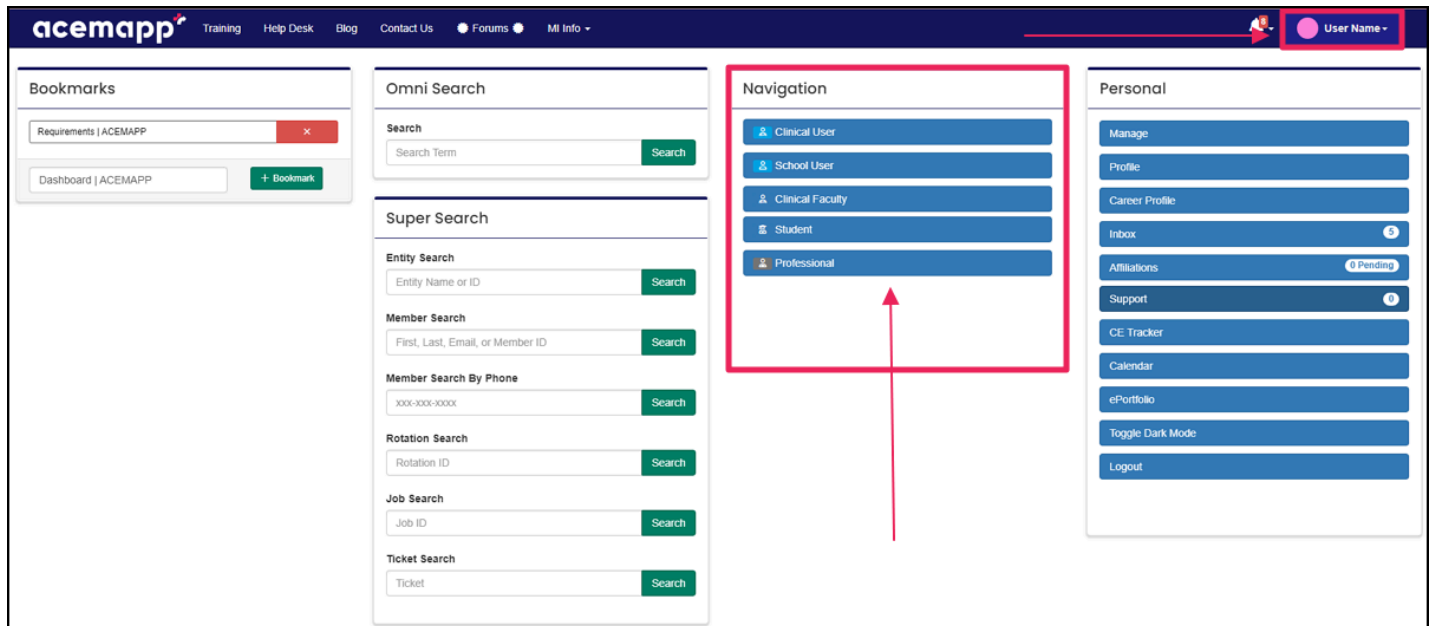


Completing your ACEMAPP requirements is an essential first step toward participating in a clinical rotation. The documents you upload through ACEMAPP are available for your school coordinator to review.

Step 1:

Access your home page by clicking your **"Name"** in the upper-right corner of your page, then under **Navigation**, select the appropriate member type.

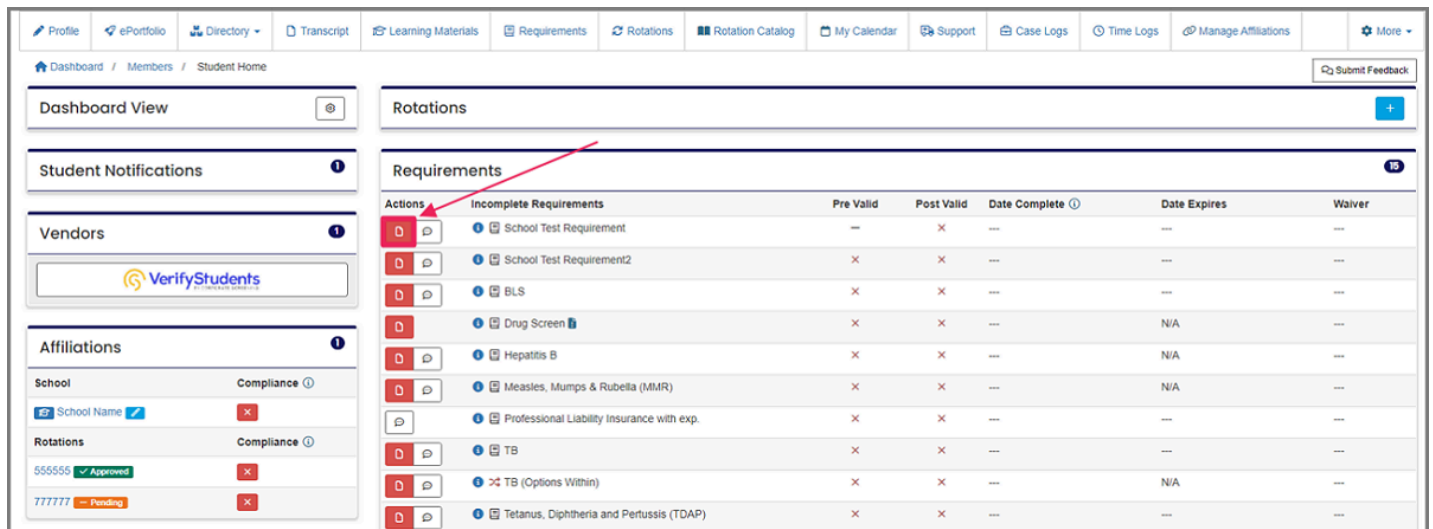


The screenshot shows the ACEMAPP home page. In the top right corner, there is a user profile icon labeled "User Name". Below this, a "Navigation" menu is highlighted with a red box. The menu items are: Clinical User, School User, Clinical Faculty, Student, and Professional. A red arrow points to the "Professional" option. Other sections visible include Bookmarks, Omni Search, Super Search, and Personal settings.

Step 2:

In the Requirements table, click the **"Manage Requirement"** icon under the **Actions** column.

If you do not have the "Manage Requirement" option, please review your announcements to determine whether you're utilizing a third-party vendor or check with your school coordinator for directions on submitting your documentation.



The screenshot shows the ACEMAPP interface with the "Requirements" table selected. The table has columns for Actions, Incomplete Requirements, Pre Valid, Post Valid, Date Complete, Date Expires, and Waiver. A red arrow points to the "Manage Requirement" icon (a document with a pencil) 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.

Enter the **Completion Date** for the requirement. The **Completion Date** refers to the date the immunization was received, not the date the document is being uploaded. Click **"Browse"** to select your document from your computer. Click **"Submit"** once you have uploaded your document.

Click the second **"Browse"** button under **Additional files** to upload additional files.

- **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.
- You may also select a range of files using your keyboard's **Shift** key.

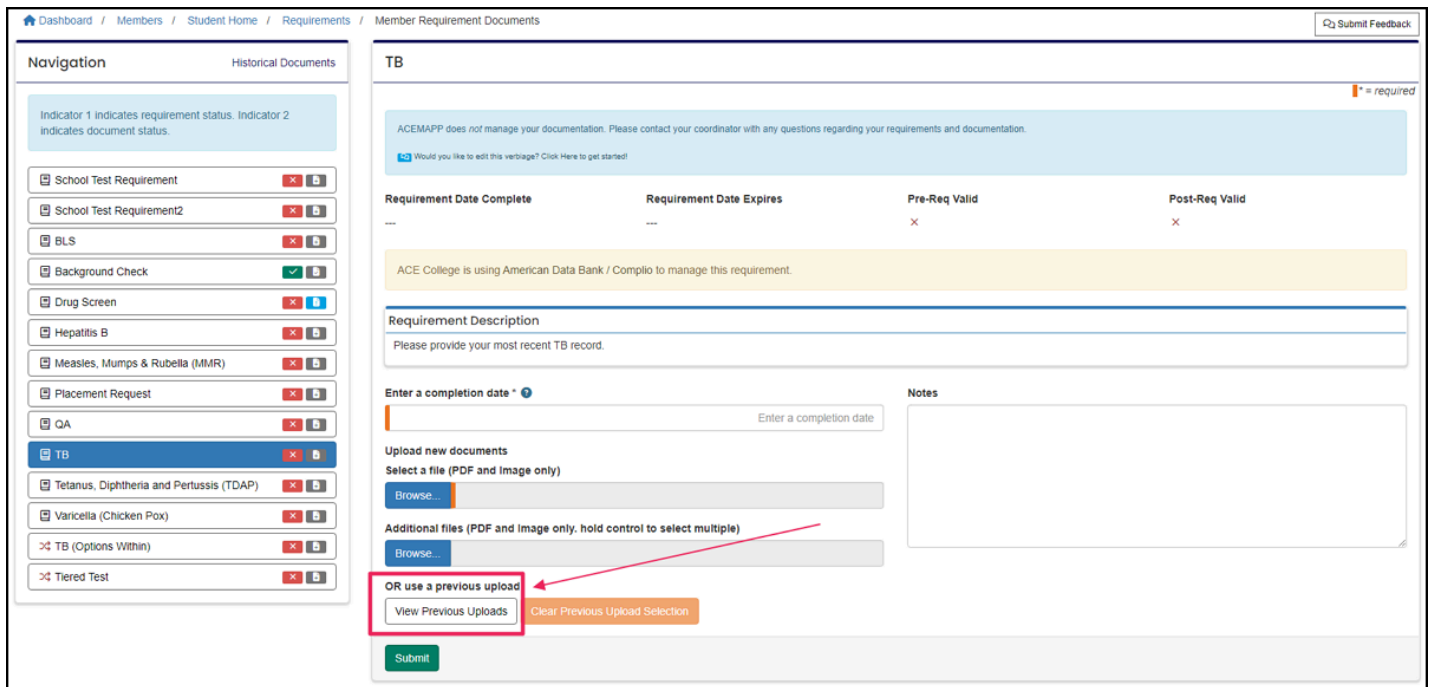
The screenshot displays the 'Member Requirement Documents' interface for 'TB'. On the left, a navigation sidebar lists various requirements such as 'School Test Requirement', 'BLS', 'Background Check', 'Drug Screen', 'Hepatitis B', 'Measles, Mumps & Rubella (MMR)', 'Placement Request', 'QA', 'TB', 'Tetanus, Diphtheria and Pertussis (TDAP)', 'Varicella (Chicken Pox)', 'TB (Options Within)', and 'Tiered Test'. The main content area for 'TB' includes a requirement description: 'Please provide your most recent TB record.' Below this, there is a field to 'Enter a completion date' with a red arrow pointing to it. Further down, there are sections for 'Upload new documents' and 'Additional files (PDF and Image only, hold control to select multiple)'. The 'Upload new documents' section has a 'Browse...' button with a red arrow pointing to it. The 'Additional files' section also has a 'Browse...' button. At the bottom, there is a 'Submit' button with a red arrow pointing to it. The interface also shows a table with columns for 'Requirement Date Complete', 'Requirement Date Expires', 'Pre-Req Valid', and 'Post-Req Valid'. A yellow banner indicates that ACE College is using American Data Bank / Compio to manage this requirement.

NOTE: All uploaded documents must be PDF or image file types (JPEG, PNG, GIF, BMP) and less than 20 MB in size.

Uploading from Previous Uploads

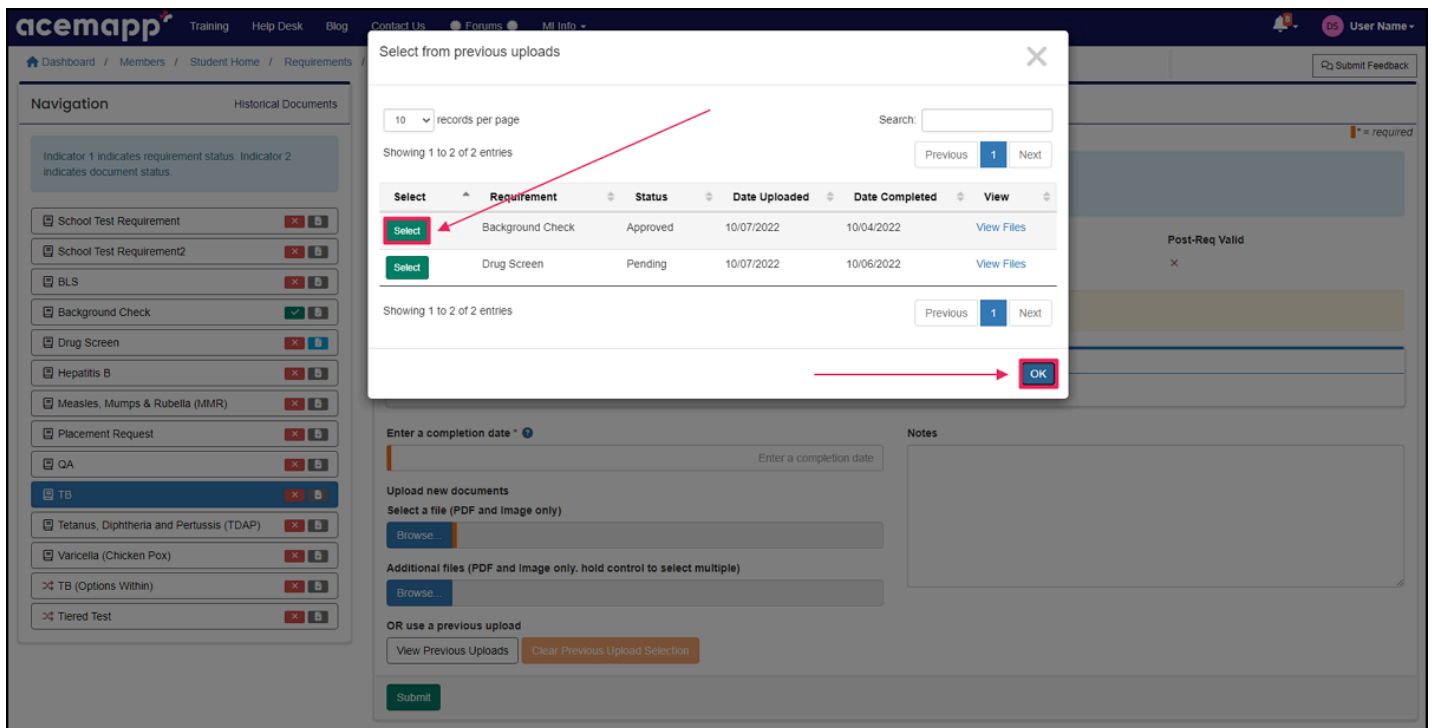
Step 1:

Members can use previously uploaded documentation by clicking the **"View Previous Uploads"** button.



Step 2:

Click **"Select"** next to the document you wish to upload for this requirement and then click **"OK"**. If needed, please use the **"View Files"** button to review the previously uploaded document.



Step 3:

Enter the **Completion Date**, include any **Notes** regarding the document, then click **"Submit."**

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
---	---	x	x

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 *

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:

Q: I uploaded my requirement document; why does the requirement still show as incomplete?

A: Your uploaded document will show as **Pending** until it is reviewed and approved by your school coordinator or clinical site. Once the document is approved, the requirement will show a completion date and a green checkmark. You will receive an email notification if the document is denied, and the requirement will remain incomplete.

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

A: In this case, your school may manage your requirements on your behalf. Please 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.

Q: How do I locate a document I previously uploaded?

A: On your home page, click the "**Requirements**" tab, then select "**View Documents**" in the upper-left corner. Click the "**Historical Documents**" button next to **Navigation** in the upper-left corner to view your historical requirement documents. The historical documents area shows all previously uploaded documentation and the requirements they fulfilled. Click the file to view the document.