



ACE MENTOR PROGRAM
ARCHITECTURE • CONSTRUCTION • ENGINEERING

Mentor/Volunteer Registration & Training in ACE Database

All current mentors, board members and database administrators need to register and take the training in the ACE database. Anyone with access to student info in the database or who regularly mentors students will be asked to undergo a background check every 3 years.

1. Go to the [registration/login page](#):

A screenshot of the ACE login page. At the top is the ACE logo. Below it is the heading "SIGN IN TO YOUR ACCOUNT". There are two input fields: "LOGIN" with a red asterisk and "PASSWORD" with a red asterisk. The "LOGIN" field contains the placeholder text "Email" and the "PASSWORD" field contains "Credentials". Below the fields is a checkbox labeled "Keep Me Signed in" and a link "Forgot Password?". A blue "Sign in" button is positioned below the fields. At the bottom of the form, there is a link "New to ACE? Register here" which branches into "Register as Student" and "Register as Mentor and/or Other Volunteer Role".

2(a) Returning Mentors/Volunteers Only: If you have participated in ACE in previous years, whether as a student or mentor, please sign in to your account using the same login info from your previous ACE profile. The email address you used in your previous profile is how the system will recognize you.

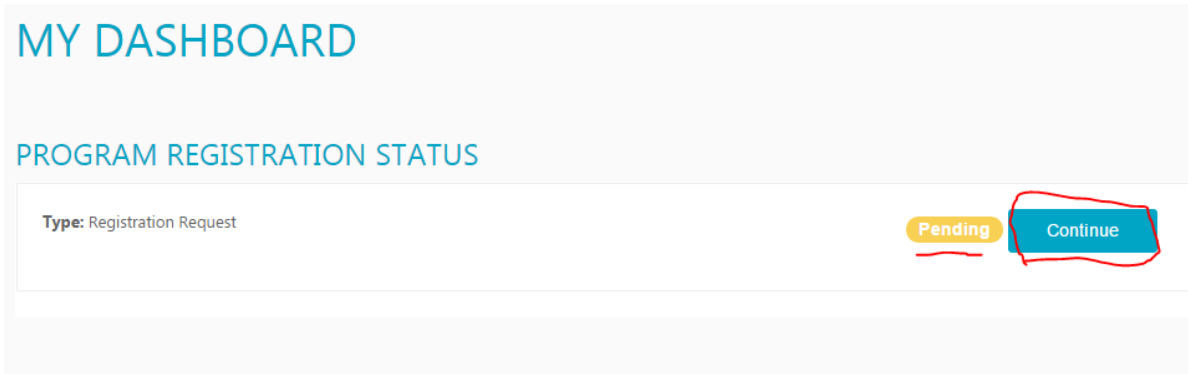
If you don't remember your password, click on "forgot password?" and you can create a new one. If you don't have access to the email account you used to create your ACE profile, contact your ACE administrator and they can help you gain access to your account. You will have the ability to update your profile with a secondary email address that receives system notifications and password recovery emails.

Now skip down to step 3.



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2(b) **New Mentors/Volunteers Only:** Please select “Register as Mentor and/or Other Volunteer Role” to create a profile. You will be prompted to create an account. Please use an email address that you regularly check and plan to have for a long time. This email address will be your unique identifier in the system for all future program years.

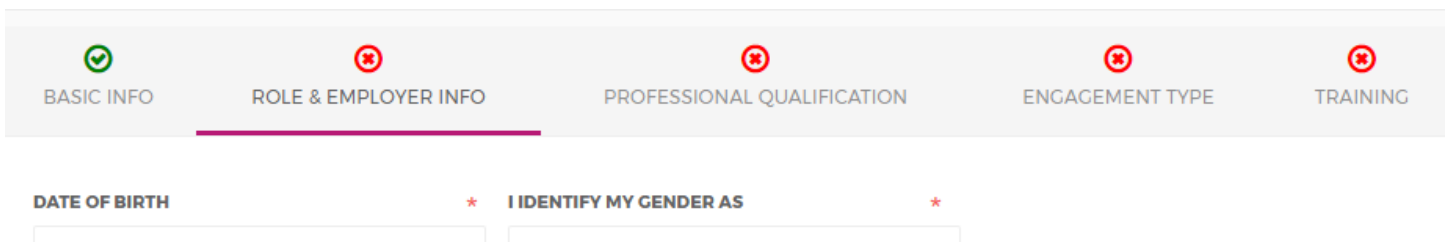


3. Register for this program year.

Once you are logged in to your profile, in your homepage, you will see the option to apply for this upcoming program year as a mentor or student. Select the blue “Apply as Mentor” button.

If you are a new mentor, you will automatically be directed to the program year registration.

As you progress through the registration, you can track your progress in the top bar:



Zip Code

It is very important that you enter your correct zip code in the address section. We will use this zip code to find the ACE affiliate program closest to you so that you register for the correct program. If you select the wrong program, your local program leaders will not see your profile in the system.

Selecting the Correct ACE Affiliate Program:

This is the section where you will select the ACE affiliate program for which you’d like to register. The closest program to your provided zip code should appear in the “see options” box. If this doesn’t seem



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like the right affiliate program, you can open the drop-down box and search for the appropriate ACE affiliate program on the list.

To be certain you have selected the correct ACE affiliate program in your area, you can view the ACE affiliate map using the button in the upper right corner of the same page. The map provides links to each ACE program’s webpage for more info. Also, your selected affiliate may have provided more information about their local program in the “Affiliate Description” to help you make the right choice.

Sub-Regions

Some ACE affiliates have broken their program into “sub-regions.” You can click on this drop-down section to see if you have an option to indicate a sub-region. If there are no choices available that means your selected affiliate program is not using the sub-region feature and you do not need to make a selection here.

A screenshot of a web form. At the top, there is a section header 'SUB REGION'. Below it is a dropdown menu with the text 'Select Sub Region' and a downward arrow. The dropdown menu is open, showing a search input field and a list of options: 'Select Sub Region', 'Contra Costa County', 'Oakland', 'San Francisco', 'San Jose', and 'Palo Alto'. To the right of the dropdown, there is a light blue box containing text: 'A 94612, USA' and 'g registration application from 2017-07-02 to 2018-'. Below the dropdown, there is a line of text: 'd, San Jose, Contra Costa) affiliate please confirm'. At the bottom of the form, there is a question: 'IN WHAT ROLE(S) WILL YOU SERVE ACE THIS PROGRAM YEAR? (SELECT ALL THAT APPLY)'. The question is followed by a list of roles with checkboxes.

Select your program role(s)

You should know what role or roles you plan to play for your ACE affiliate program for the upcoming program year. These roles will be searchable by your affiliate administrator and will help them better organize the program and make sure you get appropriate info and communications. You can select all that apply. Most volunteers will select the “mentor” option, but we know volunteers do more than just mentor for ACE:

A screenshot of a web form. At the top, there is a section header 'IN WHAT ROLE(S) WILL YOU SERVE ACE THIS PROGRAM YEAR? (SELECT ALL THAT APPLY)'. Below it is a list of roles with checkboxes: 'MENTOR', 'TEAM LEADER', 'BOARD MEMBER', 'JUNIOR/ASSOCIATE BOARD MEMBER', 'DATABASE ADMINISTRATOR', 'SCHOOL CHAMPION', 'GUEST SPEAKER', 'AFFILIATE STAFF', and 'OTHER: (WRITE IN)'. The 'OTHER: (WRITE IN)' option is followed by a text input field.



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Mentor Training

Everyone with an ACE profile needs to take the brief mentor training, which provides you with information you need to be a successful and affective mentor/volunteer with ACE. Even returning mentors must take the training as a refresher course.

The screenshot shows a registration progress bar with five steps: BASIC INFO, ROLE & EMPLOYER INFO, PROFESSIONAL QUALIFICATION, ENGAGEMENT TYPE, and TRAINING. The first four steps are marked with green checkmarks, and the fifth step, TRAINING, is marked with a red checkmark. Below the progress bar, a sidebar on the left lists the training content: WELCOME MENTORS, PURPOSE OF TRAINING, MISSION AND GOALS, ACE STATISTICS, and MENTORING OUTCOMES. The main content area displays the 'Welcome Mentors' page, which includes a welcome message, a brief description of the program, and a 'Thank you for your involvement!' message. At the bottom right of the main content area, there are two buttons: 'Previous' and 'Next'.

Once you have completed the training and digitally signed the agreement, your application will be completed.

You are now fully registered and awaiting team assignment by your local ACE program. An ACE representative should be in touch with you shortly before your program year is set to begin. Once you have been assigned to a team, you can view the team info from “My Teams” in the sidebar to the left

Again, to get more info on your local ACE program, [visit the ACE map](#) and select the program in your region.

Please contact your ACE leader with any issues that occur during the registration process.

4. Background Check

Not all volunteers need to do a background check. Only those who regularly mentor (20% or more of ACE sessions) or have access to student and mentor personal info in the database need to do one every 3 years.

If you are due for a background check, an affiliate leader will send you an invite via email to complete the background check application with our provider, Sterling Volunteers. Your ACE affiliate leader may contact you to let you know to look out for the email, which will come from Sterling Volunteers.