ACE MENTOR PROGRAM
ARCHITECTURE · CONSTRUCTION · ENGINEERING

Student Registration in ACE Database

All students interested in participating in ACE are required to register and complete a parent/guardian consent form in the database for every new program year. Students will not be permitted to attend any ACE session or event until both the registration and consent form are complete.

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1. Login Page

Go to the login/registration page: https://app.acementor.org/login

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2.(a) <u>Returning</u> Students Only

If you have registered for ACE in previous years, please login to your existing account using the same email and password from your original ACE profile. The email address you used in your previous profile is your username/ID.
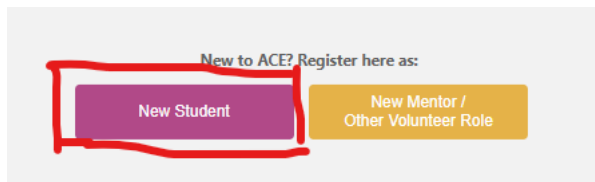
If you don't remember your password, click on "forgot password?" and you can create a new one. If you don't have access to the email account you used to create your ACE profile, contact your team leader or help@acementor.org for assistance.

Once logged in, you can update your primary email address and also include a secondary email address.

Now **skip down to step 3** of this guide.

2.(b) <u>New</u> Students Only

Go to the bottom of the page and select the "New Student" button. You will be prompted to create a profile. Please use an email address that you regularly check and plan to have for a long time. This will be your unique identifier in the system for your entire ACE career (even if you come back as a mentor!)
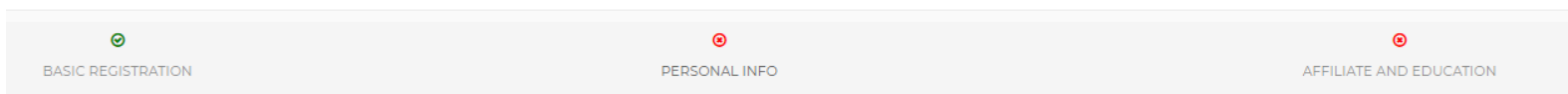

Once you create your account, your email address should receive a confirmation email.

3. Register for this Program Year

If you are a returning student, you will have the option to register as a student or a mentor. Make sure you select "student" to begin the registration.
If you are a new student, you will automatically be taken to the first registration section:

As you progress through the registration, you can track your progress in the top bar. The registration process has 3 steps:
1.   Basic Registration
2.   Personal info
3.   Affiliate and Education

It is very important that you enter your **correct zip code** in the address section. We will use this to find the ACE program closest to you (in registration step 3). If you select the wrong program, your local program leaders will not see your profile in the system. Please double check to make sure you have selected the correct ACE affiliate program.

ACE Affiliate and Education Section:
This is the section where you will select the Program Year and ACE affiliate program for which you'd like to register.
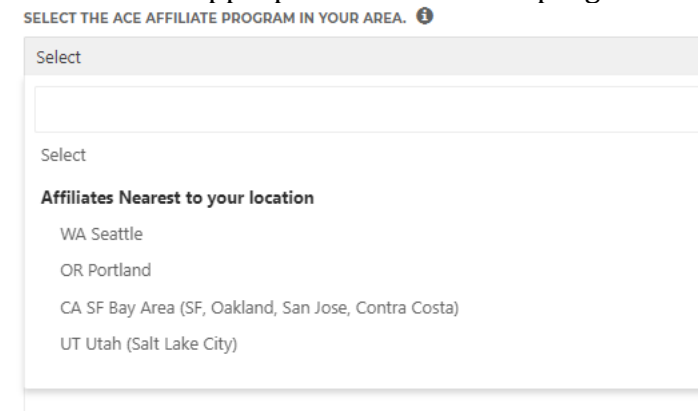
In the "SELECT PROGRAM YEAR" drop-down, there is usually only one option for the current program year (ie. Program Year 2020-2021). If there is more than one option, please make sure you select the current or upcoming program year:

Select your local ACE Program:
Now go to "SELECT THE ACE AFFILIATE PROGRAM IN YOUR AREA" drop-down. The closest ACE program to your provided zip code should appear when you click on the box that says: "Select." If this doesn't seem like the correct ACE program, you can open the drop-down box and search for the appropriate ACE affiliate program on the list:

You can also double-check to make sure your zip code is correct in the box above. To be certain you have selected the correct ACE affiliate program in your area, you can view the [ACE affiliate map](#) using the link provided. 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 blue box under "Affiliate Description" to help you make the right choice.

Sub Regions
Some ACE programs have broken their area into "sub-regions." You can click on that section to see if you have an option to indicate the local sub-region where you live or go to school. If there are no choices available, that means your local ACE program is not using the sub-region feature and you do not need to make a selection here.

If you need to leave the registration before completing all three steps, you can always log back in to your profile and the open application will appear in your home page. It will show you which steps have already been completed and which ones still require your attention:

Once you complete all 3 steps, your registration will be considered "complete." **However, there is one final requirement** we need from you and your parent/guardian: the Parent/Guardian Consent Form!

4. Parent/Guardian Consent Form:
This form is **required to be signed by you and your parent/guardian** before you can participate in ACE. Once you complete the registration, you will be taken to the consent form page and presented with 2 options:

Digital Form - Option 1 (Preferred):
If your parent has an active email account, we recommend using the digital form. This will allow you and your parent/guardian to complete the consent form easily with the e-signature feature. Make sure you sign in both places and hit the blue "submit" button at the bottom of the form to send to your parent/guardian. You should let your parent/guardian know to expect an email from ACE with their part of the form to sign. It may filter to their junk folder.

If your parent can't find the email (even in their junk folder), please contact help@acementor.org.

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Paper Form - Option 2:
If your parent doesn't have an email account, option 1 will work for you. You can download the consent form and print, complete and sign with your parent guardian and then upload back to your profile. You only need to upload page 1 (the page with signatures). You may also request a copy of the form from your team leader and/or submit the paper form to your team leader and he or she can upload it for you.

No matter which way you get it to us, **we absolutely need the consent form to be completed and signed in order for you to be admitted into ACE!**

Again, to get more info on your local ACE program, visit the ACE map and find the program in your area.

Please contact your ACE leader or help@acementor.org with any issues that occur during the registration process.

And welcome to ACE!!!