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

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

Revision Date: January 2024

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.
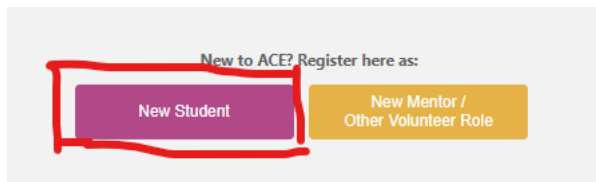
If you don't remember your password, click on "forgot password?" and you can create a new one. If you don't have access to the email account you used to create your ACE profile, contact your team leader or help@acementor.org for assistance.

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!)
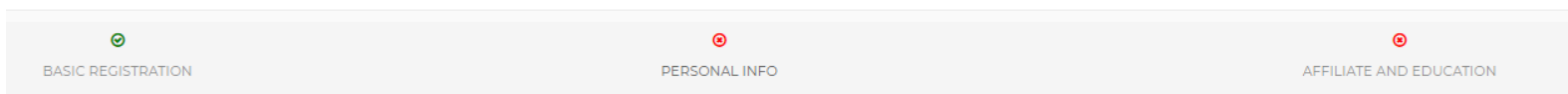

Once you create your account, your email address should receive a confirmation email.

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:

⊘ BASIC REGISTRATION	⊗ PERSONAL INFO	⊗ AFFILIATE AND EDUCATION

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.
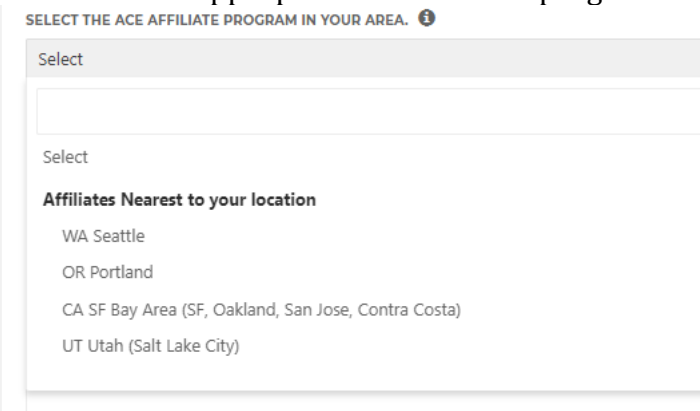
In the "SELECT PROGRAM YEAR" drop-down, there is usually only one option for the current program year (ie. Program Year 2023-2024). If there is more than one option, please make sure you select the current or upcoming program year:

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.

SUB REGION

Select Sub Region

Select Sub Region
PA-Philadelphia
PA-Montgomery
PA-Chester
PA-Delaware
NJ-Camden
NJ-Cumberland

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, **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. There are 2 steps to complete this form:
1. Student Portion – You complete from within your ACE profile
2. Parent/Guardian Portion – To be completed by you parent/guardian via email/invite link

ALMOST DONE! You and your parent/guardian must now complete the Consent Form. The Consent Form is REQUIRED. You cannot participate in ACE without it!

PARENT/GUARDIAN CONSENT FORM

REQUIRES PARENT/GUARDIAN EMAIL ADDRESS. PLEASE COMPLETE THE FOLLOWING 2 STEPS:

1. **Student Portion:** Please read and sign the consent form below in order to complete your registration. Make sure you scroll down to sign in both places and hit the blue "submit" button at the bottom of the page.
2. **Parent/Guardian Portion:** Once you sign and submit, your parent / guardian will be sent an email to sign as well. They will need to fill out the form using the fields provided in the online form. Please let you parent / guardian know to look out for the email, it may be in their spam or junk mail folder.

PARENT'S EMAIL *

testing+2dsal2256parent@dieselhaus.com

RETYPE PARENT'S EMAIL *

Español

Esta versión en español es solo para su referencia. Por favor complete y firme la versión en inglés.

When completing your part of the form, please make sure you provide an active email address for your parent/guardian. This will ensure that the email invite (step 2 above) is sent to the correct address. Make sure you sign in both places and hit the blue "submit" button at the bottom of the form.

I realize my participation and attendance are among the criteria used to determine whether I am eligible for a scholarship. Further, I understand that failure to fulfill any of the expectations described above may subject me to dismissal from the ACE program.

STUDENT PRINTED NAME (FIRST & LAST NAME) *

Test2 2256-2

STUDENT SIGNATURE *

Click to Sign

DATE: *

01-25-2024

Submit

Both you and your parent/guardian will receive an email that includes the parent/guardian invite link to the form. This email invite will continue to be sent every few days until the consent form is complete. The parent/guardian link is also available in your ACE account. If your parent/guardian doesn't get the email, you can simply click the link from your phone/computer and have your parent/guardian review and sign the form that way.

If after trying all above steps, you are still having trouble with completing the consent form, please contact your ACE Mentor team leader for help.

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!!!