Mentor 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 regulary mentors students will be asked to undergo a background check every 3 years.

1.Go to: www.acementor.org > Mentors/Volunteers > Registration/login
This will direct you to the registration/login page:

SIGN IN TO YOUR ACCOUNT

LOGIN *

Email

PASSWORD *

Credentials

☐ Keep Me Signed in   Forgot Password?

Sign in

New to ACE? Register here

Register as Student

Register as Mentor and/or Other Volunteer Role

2(a)**Returning Mentors/Volunteers Only**: If you have participated in ACE in previous years, 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. Please note that email addresses and passwords are case sensitive, so make sure you enter these consistently.
Now skip down to step 3.

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 will be your unique identifier in the system for all future program years.

ACE MENTOR PROGRAM
ARCHITECTURE · CONSTRUCTION · ENGINEERING

Once you create your account, your email address will receive a confirmation email. This is to ensure that you have entered your email address correctly.

SIGN IN TO YOUR ACCOUNT

Success! We sent you an activation code. Check your email.

LOGIN *

Admin@acementor.org

PASSWORD *

••••••••••

☐ Keep Me Signed in   Forgot Password?

Sign in

Verification email. Click on the link to verify your account. This will take you to your profile where you can register for the current program year.

ACE Mentor Program – Account Verification

Hello ACE Student,

We're ready to activate your ACE account. All we need to do is make sure this is your email address.

Click here to verify your email address. OR open the following link:

https://app.acementor.org/verification/150515336159b6d1515fe91150515336159b6d1515fecd

If you didn't create an account, just delete this email and everything will go back to the way it was.

Contact the National Office
ACE Mentor Program of America, Inc.
6110 Executive Boulevard
Suite 612
Rockville, MD 20852
Phone: 571-297-6869
info@acementor.com

3. **Register for this program year.**

Once you are logged in to your profile, in your dashboard, you can see your program registration status. It should say "pending." Click the blue "continue" button to begin the registration process

MY DASHBOARD

PROGRAM REGISTRATION STATUS

Type: Registration Request   Pending   Continue

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

Once you complete all 5 steps, your registration will be complete, pending your background check status.

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 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 blue box under "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, your selected affiliate program is not using the sub-region feature and you do not need to make a selection here.

Select your program role(s)

You should know what role or roles you plan to play for your ACE affilaite progam for the upcoming program year. These roles will be searchable by your affilaite 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

Mentor Training

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

Please note that the green "next" buttons are timed to ensure that you have read through the entire section before moving on to the next. If you don't see the "next" button, just wait a few seconds and it will appear.

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

Your profile's home page will indicate that you have completed the application but your program status will still say "pending." This status will change based on your involvement with the program. So "pending" does not mean your program registration did not go through.

ACE MENTOR PROGRAM
ARCHITECTURE · CONSTRUCTION · ENGINEERING

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: http://acementor.org/affiliates/

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 or have acccess to student and mentor 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, Verified Volunteers. Your ACE affilaite leader may contact you to let you know to look out for the email.

Welcome to ACE!!!