



ACE MENTOR PROGRAM
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Student Registration in ACE Database

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

A screenshot of the ACE Mentor Program sign-in page. At the top center 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". The "PASSWORD" field contains the placeholder text "Credentials". Below the password field is a checkbox labeled "Keep Me Signed in" and a blue link "Forgot Password?". A blue "Sign in" button is positioned below the input 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 Students 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 Students Only: Please select "Register as Student" 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.
Once you create your account, your email address will receive a confirmation email. This is to ensure that you have entered in your email address correctly.



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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

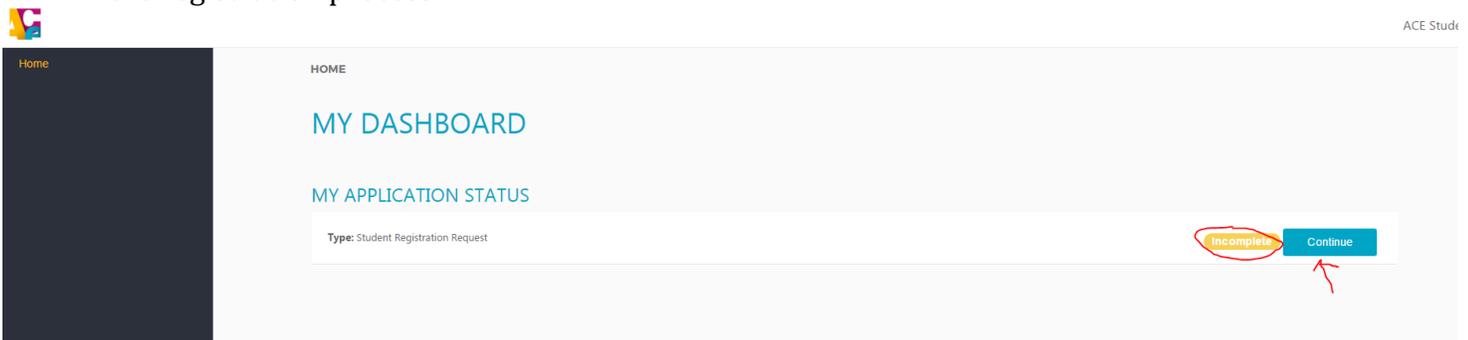




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3. Register for this program year.

Once you are logged in to your profile, in your dashboard, you can see your registration status. Before you have registered, it should say “Incomplete.” Click the blue “continue” button to begin the registration process.



As you progress through the registration, you can track your progress in the top bar. The registration process has 4 steps: 1. Basic info 2. Personal info 3. Affiliate and education 4. Parent consent form:

Progress	Step
✓	BASIC REGISTRATION
✗	PERSONAL INFO
✗	AFFILIATE AND EDUCATION
✗	PARENT CONSENT FORM

PARENT'S FIRST NAME *	PARENT'S LAST NAME *	PARENT'S PHONE *
<input type="text"/>	<input type="text"/>	<input type="text" value="000-000-0000"/>
<input type="checkbox"/> PARENT DOESN'T HAVE EMAIL	PARENT'S EMAIL ⓘ	RETYPE PARENT'S EMAIL *
	<input type="text" value="abc@xyz.com"/>	<input type="text" value="abc@xyz.com"/>

Once you complete all 4 steps, your registration will be complete.

If your parent has an email address, please enter it in the registration. We will use this to send your parent a digital consent form to sign. If your parent doesn't have an email account, a signed paper form will need to be uploaded to your account.

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.



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Affiliate and Education Section:

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.

SEE OPTIONS

CA SF Bay Area (SF, Oakland, San Jose, Contra Costa)

SUB REGION

Select Sub Region ▼

You have searched affiliate in or near **Oakland, CA 94612, USA**

The selected ACE Mentor Affiliate will be processing registration application from **07-02-2017** to **06-30-2018** for the current

Affiliate Description:

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.

Some ACE affiliates have broken their region into "sub-regions." You can click on that 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.

Parent Guardian Consent Form:

This form is required to be signed by you and your parent/guardian before you can participate in ACE.



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If you provided a parent email, you will have the ability to complete this form digitally and then send it to your parent/guardian for them to sign digitally. Your registration will not go through unless this form is fully completed by both you and your parent/guardian.

Make sure you select “click to sign” in the student signature area. You will be prompted to sign using your mouse:

Add Signature

Ace Student

Please use your mouse OR pen to sign here.

Close Reset Save

Parent/Guardian/Student Consent Form

Expectations of ACE Students

The ACE Mentor Program expects you and all other students admitted into the program to treat your experience with the same seriousness and dedication as your mentors who take time away from their professional lives for your benefit. Participation in ACE is a privilege.

Please carefully read the following set of expectations and agree to them by signing your name below. I will:

- Attend all ACE meetings and, if I must miss a meeting or arrive late, notify my mentor team leader in advance. An 80% attendance rate at ACE meetings and other activities is the

Once you have completed your portion of the consent form, you will receive a notification in your profile that your application has been submitted and that we are awaiting your parent/guardian’s signature:

HOME

MY DASHBOARD

Success Your registration information has been submitted. The consent form was sent to your parent's email and they will need to approve it before your registration can be approved.

MY APPLICATION STATUS

2017-2018 Incomplete

Type: Student Registration Request

Electronic Consent Form signed by: Student.

Electronic Consent Form pending signature: Parent



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Please let your parent/guardian know to expect an email at the address you provided. They may need to check their junkmail folder if it does not appear in their inbox.

Email to parent:

ACE Mentor Program - Form Request

Dear ACE Parent,

Your child, ACE Student, has registered to participate as a student in the ACE Mentor Program.

[Click here to open form.](#)

Thanks



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



Once your parent/guardian submits his or her signature, your profile should be updated to: "In review"

HOME

MY DASHBOARD

MY APPLICATION STATUS

2017-2018

Type: Student Registration Request

Electronic Consent Form signed by: Parent, Student.

Electronic Consent Form pending signature: No One.

In Review

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.

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. And welcome to ACE!!!