



**ACE MENTOR PROGRAM**  
ARCHITECTURE • CONSTRUCTION • ENGINEERING

## Student Registration in ACE Database

All Students interested in participating in ACE need to register in the database for every new program year. They will also need to complete a consent form with their parents. There are options to complete the consent form digitally as well as with a paper form.

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

A screenshot of the ACE Mentor Program login 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" and the "PASSWORD" field contains "Credentials". Below the password field is a checkbox labeled "Keep Me Signed in" and a 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.

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

Now skip down to step 3.



**ACE MENTOR PROGRAM**  
ARCHITECTURE • CONSTRUCTION • ENGINEERING

**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 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 page:

The screenshot shows a registration form with a progress bar at the top. The progress bar has two sections: 'BASIC REGISTRATION' with a green checkmark icon, and 'PERSONAL INFO' with a red 'X' icon. Below the progress bar, there are several input fields:

- PARENT'S FIRST NAME** (marked with a red asterisk): test
- PARENT'S LAST NAME** (marked with a red asterisk): test
- PARENT / GUARDIAN EMAIL** (with an information icon): testparent@mailinator.com
- RETYPE PARENT / GUARDIAN EMAIL**: testparent@mailinator.com
- PRIMARY EMAIL**: test2018@mailinator.com
- SECONDARY EMAIL**: test2018@mailinator.com

As you progress through the registration, you can track your progress in the top bar. The registration process has 3 steps:

1. Basic info
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 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. Please double check to make sure you have selected the correct ACE affiliate program.



**ACE MENTOR PROGRAM**  
ARCHITECTURE • CONSTRUCTION • ENGINEERING

### **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.

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 affiliates have broken their region 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 selected affiliate 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:

## MY OPEN APPLICATIONS

### PROGRAM YEAR 2018-2019

**REGISTRATION** INCOMPLETE

Please complete your registration in order to join ACE.

**Step 1:** Basic Info ✓

**Step 2:** Personal Information

**Step 3:** Affiliate & Education

[Continue](#)



**ACE MENTOR PROGRAM**  
ARCHITECTURE • CONSTRUCTION • ENGINEERING

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!

### **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:

## CONSENT FORM

- You have completed your registration, however in order to participate in the ACE Mentor Program you must submit a completed consent form signed by you and your Parent/Guardian.
- Please note: You cannot participate in the ACE Mentor Program until you and your Parent/Guardian complete the Consent Form.
- You have the following two options:

**OPTION 1:** PAPER FORM



**OPTION 2:** ONLINE DIGITAL FORM (REQUIRES PARENT/GUARDIAN EMAIL ADDRESS)



### **Digital Form (Option 2):**

If your parent has an active email account, we recommend using option 2. This will allow you and your parent/guardian to complete the consent form easily using an online form. 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. Once you send the form to your parent/guardian, you have some options from within your profile:

CONSENT FORM **INCOMPLETE**

Resend Consent Form to Parent / Guardian Email

If your Parent / Guardian does not receive the consent form email, you can provide them with this link.

[Consent Form Link for Parents](#)

Having issues with the digital form? Alternatively, you can download a paper form. Complete it with your parent / guardian and upload it below.

To download the form click [HERE](#).

Upload Completed Consent Form



**ACE MENTOR PROGRAM**  
ARCHITECTURE • CONSTRUCTION • ENGINEERING

If your parent can't find the email even in their junk folder, you can send them the link that takes them right to their portion of the consent form.

**Paper Form (Option 1):**

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 they can upload it to your profile 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 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!!!