



Welcome to ACEMAPP

1. You will receive a welcome email from ACEMAPP

The email will contain a link allowing you to set your password.

2. Log in to your ACEMAPP account

Navigate to acemapp.org and log in with your email address and password. When you log in you will be asked to agree to the FERPA consent, Honesty Pledge and Terms of Service.

3. Make payment

Click the "Make Payment" button to initiate the process for the \$50 annual fee

4. Complete each component of your student profile

Click on each tab with a red "X" and complete all required fields.

5. Complete all courses and assessments

Any courses and assessments that you have been assigned will be listed; complete them by clicking "Take Course" or "Take Test".

6. Upload all required documents

Any requirements you have been assigned will be listed; complete by filling out the required forms and uploading. Upload documents to any requirement listed by clicking "Manage Documents"

7. Connect to Advantage Students (if applicable)

Grady requires students to complete a background check and drug screen with Advantage Students. Click on the "Verify Students" logo under the vendors area to initiate this process.

8. Use ACEMAPP to track requirement progress

Advantage Students will transfer completed dates and expiration dates for your requirements directly to your ACEMAPP account. Your account will display green checks as each of these components are completed.