



# Uploading Your ACEMAPP Requirements Step-by-Step Guide

To submit your documents for your school's approval, please upload them into ACEMAPP.

1. Click on "Manage Documents" [1] next to the requirement that you would like to submit a document for:
2. Enter a completion date and click on "File Manager" [2] to select your document from your computer:

## Downloading a requirement document to upload

If you need to download a specific form to complete, such as an "Information Security and Privacy Agreement" for a hospital, the document to download will be located in the **Description** section [3]. Click on the link to download the form. You can then complete the form, scan it or take a picture of it, and then save it to your computer to upload to meet the requirement.

All Requirements					
Requirement	Date Complete	Date Expires	Pre-Req Valid	Post-Req Valid	Documents
Background Check	01/05/2015	N/A	✓	✓	---
Measles, Mumps & Rubella (MMR)	N/A	N/A	✗	✗	---
Varicella (Chicken Pox)	N/A	N/A	✗	✗	---
Drug Screen	N/A	N/A	✗	✗	---
Hepatitis B	N/A	N/A	✗	✗	---
Malpractice Insurance	N/A	N/A	✗	✗	---
TB	04/01/2015	03/31/2016	✗	✗	---
BLS	04/01/2015	03/31/2017	✓	✓	---

[Manage Documents](#) **1**

### Upload a document for BLS

**Description** [More](#)

Please upload your most recent BLS record and enter the date indicated on the record that you have met this requirement.

Select a file (PDF and Image only) **2** Enter a completion date **Required** Notes (optional)

File Manager

Additional Files  [File Manager](#)

[Upload Documents for BLS](#)

### Upload a document for Information Security and Confidentiality Agreement

**3** **Description** [More](#)

Please download and print the **Information Security and Privacy Agreement** document, sign it and upload it here. Indicate the date that you have completed this form as the Completion Date.

Select a file (PDF and Image only) **Required** Enter a completion date **Required** Notes (optional)

[File Manager](#)

Additional Files  [File Manager](#)

[Upload Documents for Information Security and Confidentiality Agreement](#)



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3. You will be directed to the "file manager" page. From here you can drag and drop your file from your computer or click the **upload area [4]** to find the document on your computer. Once your document is uploaded to your "file manager", click the green **"Use" [5]** button under Actions next to the filename. You will then be redirected back to the member requirement documents page.
4. Click the green **"Upload Documents" [6]** button. From here a pop up box will appear. Click the "OK" button if you are ready to attach the file from your "file manager".
5. Click "OK" in the confirmation page
6. Your requirement will be 'Pending' until your school coordinator approves the document. If they deny the document, you will receive an email notification.

**Files**

**Drop files to upload**  
(or click) **4**

Showing 1 to 1 of 1 entries  
10 records per page

Search:

Previous Next

Filename	Size	Date/Time	Actions
aguidetoacemapp.pdf	556KB	2016-06-29 15:58	<b>5</b> Use <input type="checkbox"/> <input type="checkbox"/>

**Upload a document for BLS**

Description **More**

Please upload your most recent BLS record and enter the date indicated on the record that you have met this requirement.

Select a file (PDF and Image only)  File Manager

Enter a completion date **Required**

Notes (optional)

Additional Files  **File Manager**

**6** **Upload Documents for BLS**



## Articles

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### General

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[New Student Account \(/knowledgebase/article/52\)](/knowledgebase/article/52)

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## Uploading Your ACEMAPP Requirements

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### Uploading Your ACEMAPP Requirements

#### Step-by-step guide

To submit your documents for your school's approval, please upload them into ACEMAPP.

1. Click on Upload Documents next to the requirement that you would like to submit a document for.

NOTE: When your requirement is uploaded into ACEMAPP, it will show as "Pending Approval". Your school/site approves your requirements in ACEMAPP. The "Manage Documents" button next to the requirement shows your document was uploaded and a decision was made. Click on "Manage Documents" to view your documents and see any comments made by your school/site.



All Requirements					
Requirement	Date Complete	Date Expires	Pre-Req Valid	Post-Req Valid	Documents
Background Check	07/08/2016	N/A	✓	✓	---
Measles, Mumps & Rubella (MMR)	03/14/2016	N/A	✓	✓	---
Varicella (Chicken Pox)	02/16/2016	N/A	✓	✓	---
Drug Screen	03/14/2016	N/A	✓	✓	---
Hepatitis B	03/14/2016	N/A	✓	✓	---
Malpractice Insurance	03/14/2016	N/A	✓	✓	---
TB	08/10/2016	08/10/2017	✓	✓	<a href="#">Upload Documents</a>
BLS	09/08/2016	09/08/2018	✓	✓	<a href="#">Pending Approval</a>
Tetanus, Diphtheria & Pertussis (TDAP)	03/14/2016	N/A	✓	✓	---
ACE Test Requirement	08/31/2016	09/07/2017	✓	✓	<a href="#">Upload Documents</a>
ACE Test Requirement2	09/02/2016	09/09/2016	✓	✓	<a href="#">Manage Documents</a>
GTC - Health Form	N/A	N/A	✓	✗	<a href="#">Upload Documents</a>

Your school manages and updates your requirements in ACEMAPP, please contact your school with any requirement related questions

2. Enter a completion date and click on "Browse" to select your document from your computer.

## GMC - Student/Faculty Acknowledgment Statements

Please download and print the "Student/Faculty Acknowledgments", sign it and upload it here. Indicate the date that you have completed this form as the Completion Date.

Enter a completion date **Required**

Notes

Select a file (PDF and Image only) **Required**

Browse...

Additional files (PDF and Image only. hold control to select multiple)

Browse...

Upload Document(s)

3. If you have additional files to upload for the specific requirement, please on "Browse" under "Additional files. You can hold "Control" on your keyboard to select multiple documents to upload.
4. If you have any notes you would like to include, you can do so in the "Notes" section.
5. Click the "Upload Documents" button to upload your document to ACEMAPP.
6. Your requirement will be 'Pending' until your school coordinator approves the document. If they deny the document, you will receive an email notification.