



Mentor Registration & Training Guide

Thank you for your interest in volunteering with ACE! Whether you're a returning mentor or new to the program, this guide will walk you through the steps to successfully register in the ACE National Database.

Inside, you'll find a detailed checklist and step-by-step instructions to ensure your registration is complete. All mentors, board members, and volunteers with access to student information must register and complete the required training. Please note: Anyone who regularly mentor's students or accesses student data will also need to undergo a background check every three years.

Let's get started!

STEP 1: Visit <https://app.acementor.org> to begin.

Go to the Registration/Login Page

STEP 2a: For Returning Mentors & Volunteers Only:

If you've participated in ACE before (as a mentor or student), sign in using your previous login credentials. The system will recognize your account based on the email address you used previously.

If you've forgotten your password or no longer have access to the email address linked to your ACE profile, click on "Unsuccessful Login?" On the dropdown menu, choose whether you'd like to reset your password or update your profile with a new email address to regain access.

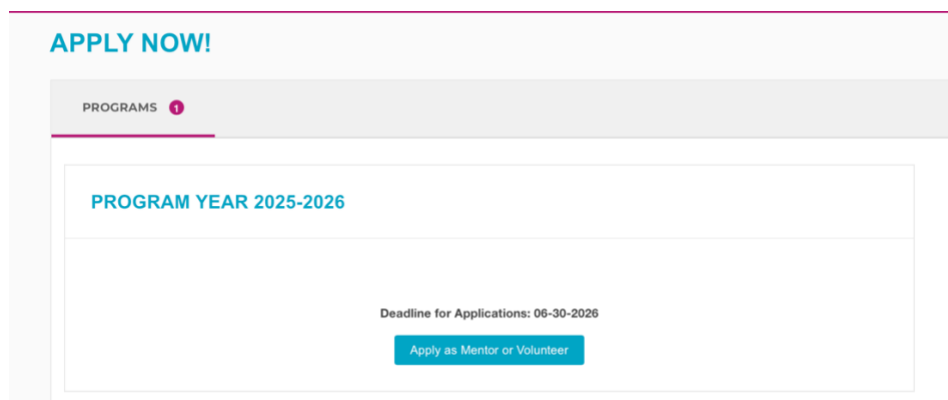
Once logged in, skip to Step 3.

STEP 2b: For New Mentors & Volunteers

Click "Register as Mentor and/or Other Volunteer Role" to create your account. Be sure to use an email address you check regularly—this will be your long-term login for future program years.

STEP 3: Register for the Current Program Year

Once logged in, your homepage will prompt you to apply for the upcoming program year. Click the blue “Apply as Mentor” button.



The screenshot shows a web interface with a pink header bar containing the text "APPLY NOW!". Below this is a grey bar with the word "PROGRAMS" and a pink notification icon. The main content area is white and contains the text "PROGRAM YEAR 2025-2026" in pink. Below this, it says "Deadline for Applications: 06-30-2026" and features a blue button labeled "Apply as Mentor or Volunteer".

New mentors will be guided directly to the registration process. You can track your progress along the top bar of the screen.

IMPORTANT:

- Be sure to enter your correct zip code. This ensures you’re connected with the ACE Affiliate closest to your location.
- If your affiliate doesn’t populate correctly, use the drop-down to manually select: Birmingham, AL.

STEP 4: Select Your Role(s)

Select the role(s) you plan to serve for the year. Most volunteers will select “Mentor,” but you may also choose additional roles based on your involvement. This helps program administrators assign appropriate communications and responsibilities.

IN WHAT ROLE(S) WILL YOU SERVE ACE THIS PROGRAM YEAR? (SELECT ALL THAT APPLY)

- ☐ MENTOR
- ☐ TEAM LEADER
- ☐ BOARD MEMBER
- ☐ JUNIOR/ASSOCIATE BOARD MEMBER
- ☐ DATABASE ADMINISTRATOR
- ☐ SCHOOL CHAMPION
- ☐ GUEST SPEAKER
- ☐ AFFILIATE STAFF
- ☐ OTHER: (WRITE IN)

STEP 5: Complete Mentor Training

All volunteers must complete a short online training session, even returning mentors. The training provides key guidance and expectations to help you make the most of your ACE experience.

Once complete, you’ll be prompted to digitally sign an agreement—this completes your registration.

STEP 6: Background Check through Sterling Volunteers

To ensure the safety of our students, ACE requires background checks for all volunteers who:

- Attend 20% or more of ACE program sessions (approximately two or more meetings), and/or
- Have access to student or mentor information in the ACE database.

If this applies to your role, your local affiliate leader will send you an email invitation from Sterling Volunteers, ACE's official background check provider. Background checks from other sources will not be accepted.

How It Works:

- You'll receive a background check invitation via email after completing your registration.
- The background check must be approved before you can be marked "active" in the database or participate in student-facing activities.
- The background check must be renewed every three years.
- You are given a 30-day grace period to renew your background check once it expires. After that, you will not be permitted to attend any ACE sessions or events until it is completed and approved.

Cost:

Background checks typically cost around \$44, though this amount may vary slightly depending on location and local processing fees.

While volunteers are not required to cover the cost of their background check, the ACE Mentor Program of Alabama would greatly appreciate your support if you chose to pay a portion—or the full amount—of the fee during the application process.

You may also consider asking your employer if they would be willing to cover the cost as part of their community engagement or volunteer support initiatives. Contributions like these help us stretch our resources further and ensure more students benefit from this impactful program.

Only volunteers with a complete registration, finished mentor training, and an approved background check may participate in student activities and ACE meetings.

We're here to support you every step of the way!

Thank you for volunteering your time and expertise to inspire the next generation of architects, engineers, and construction professionals. We're excited to have you on board!

If you have any questions about the registration process, mentor requirements, or your background check status, please don't hesitate to reach out.

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