



ACE MENTOR PROGRAM
ARCHITECTURE • CONSTRUCTION • ENGINEERING

Student Registration Guide

All students interested in participating in ACE are required to register and complete a parent/guardian consent form in the database for every new program year. Students will not be permitted to attend any ACE session or event until both the registration and consent form are complete.

1. Login Page

Go to the login/registration page: <https://app.acementor.org/login>

The screenshot shows the login page for the ACE Mentor Program. At the top is the ACE logo. Below it is the heading "SIGN IN TO YOUR ACCOUNT". There are two input fields: "LOGIN" with the email "student@acementor.org" and "PASSWORD" with masked characters. To the right of the password field is a "Forgot Password?" link. Below the password field is a checkbox for "Keep Me Signed in". Further down is a reCAPTCHA widget with the text "I'm not a robot" and a "reCAPTCHA" logo. Below the reCAPTCHA is a blue "Sign in" button. At the bottom, there is a link "New to ACE? Register here as:" followed by two buttons: "New Student" (purple) and "New Mentor / Other Volunteer Role" (orange).

2.(a) Returning Students Only

If you have registered for ACE in previous years, please login to your existing account using the same email and password from your original ACE profile. The email address you used in your previous profile is your username/ID.

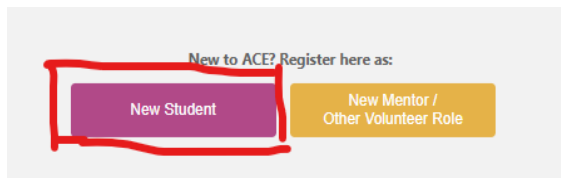
If you don't remember your password, click on "forgot password?" and you can create a new one. If you don't have access to the email account you used to create your ACE profile, contact Savannah Lowery at BirminghamAL@acementor.org

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

Now **skip down to step 3** of this guide.

2.(b) New Students Only

Go to the bottom of the page and select the "New Student" button. You will be prompted to create a profile. **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!)

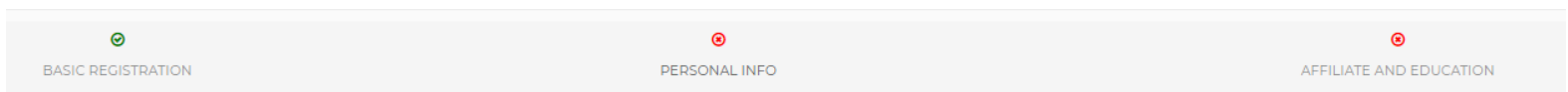


Once you create your account, your email address should receive a confirmation email.

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 section:



It is very important that you enter your **correct zip code** in the address section. We will use this to find the ACE program closest to you (in registration step 3). 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 Affiliate and Education Section:

This is the section where you will select the Program Year and ACE affiliate program for which you'd like to register.

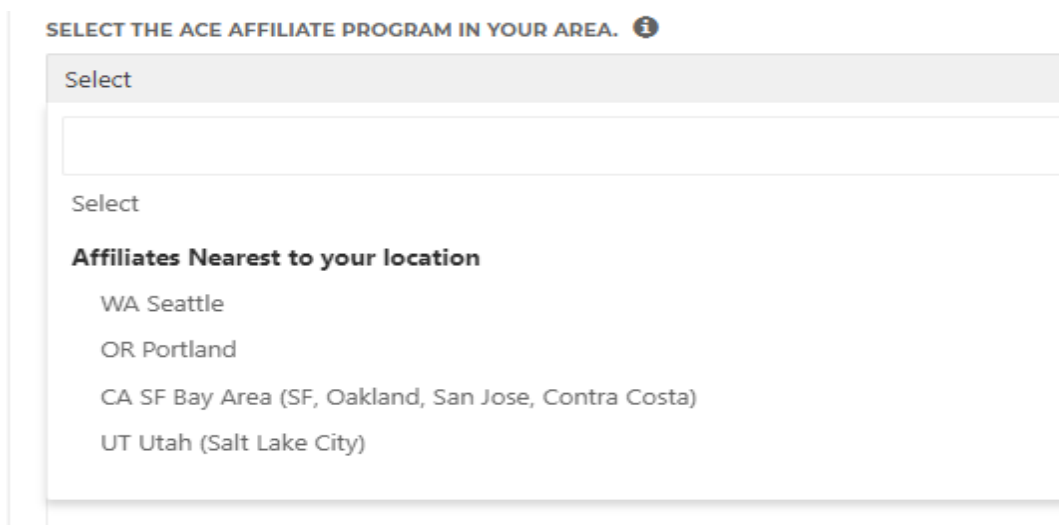
In the "SELECT PROGRAM YEAR" drop-down, there is usually only one option for the current program year (**ie. Program Year 2026-2027**)



A screenshot of a web form showing a dropdown menu titled "SELECT PROGRAM YEAR". The dropdown is open, displaying a single option: "Program Year 2020-2021". The text "Select" is visible below the dropdown box. A yellow highlight is present on the title and the selected option.

Select your local ACE Program:

Now go to "SELECT THE ACE AFFILIATE PROGRAM IN YOUR AREA" drop-down. The closest ACE program to your provided zip code should appear when you click on the box that says: "Select." If this doesn't seem like the correct ACE program, you can open the drop-down box and search for the appropriate ACE affiliate program on the list: **Select Birmingham, AL as your affiliate program**



A screenshot of a web form showing a dropdown menu titled "SELECT THE ACE AFFILIATE PROGRAM IN YOUR AREA." with an information icon. The dropdown is open, displaying a search bar with the text "Select" and a list of affiliates. The list is titled "Affiliates Nearest to your location" and includes the following options: "WA Seattle", "OR Portland", "CA SF Bay Area (SF, Oakland, San Jose, Contra Costa)", and "UT Utah (Salt Lake City)".

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:

Once you complete all 3 steps, **there is one final requirement** we need from you and your parent/guardian: the Parent/Guardian Consent Form!

1. Parent/Guardian Consent Form:

This form is **required to be signed by you and your parent/guardian** before you can participate in ACE. There are 2 steps to complete this form:

1. Student Portion – You complete from within your ACE profile
2. Parent/Guardian Portion – To be completed by you parent/guardian via email/invite

ALMOST DONE: You and your parent/guardian must now complete the Consent Form. The Consent Form is REQUIRED. You cannot participate in ACE without it!

PARENT/GUARDIAN CONSENT FORM

REQUIRES PARENT/GUARDIAN EMAIL ADDRESS. PLEASE COMPLETE THE FOLLOWING 2 STEPS:

1. **Student Portion:** Please read and sign the consent form below in order to complete your registration. Make sure you scroll down to sign in both places and hit the blue "submit" button at the bottom of the page.
2. **Parent/Guardian Portion:** Once you sign and submit, your parent / guardian will be sent an email to sign as well. They will need to fill out the form using the fields provided in the online form. Please let your parent / guardian know to look out for the email, it may be in their spam or junk mail folder.

PARENT'S EMAIL: RETYPE PARENT'S EMAIL:

[Español](#)

Esta versión en español es solo para su referencia. Por favor complete y firme la versión en inglés.

When completing your part of the form, please make sure you provide an active email address for your parent/guardian. This will ensure that the email invite (step 2 above) is sent to the correct address. Make sure you sign in both places and hit the blue “submit” button at the bottom of the form.

I realize my participation and attendance are among the criteria used to determine whether I am eligible for a scholarship. Further, I understand that failure to fulfill any of the expectations described above may subject me to dismissal from the ACE program.

STUDENT PRINTED NAME (FIRST & LAST NAME) *

Test2 2256-2

STUDENT SIGNATURE *

Click to Sign

DATE: *

01-25-2024

Submit

Both you and your parent/guardian will receive an email that includes the parent/guardian invite link to the form. This email invite will continue to be sent every few days until the consent form is complete. The parent/guardian link is also available in your ACE account. If your parent/guardian doesn't get the email, you can simply click the link from your phone/ computer and have your parent/guardian review and sign the form that way.

If after trying all above steps, you are still having trouble with completing the consent form, **please contact Savannah Lowery at BirminghamAL@acementor.org for help!**

Welcome to the ACE Mentor Program of Alabama!!