

ACEMAPP STUDENT GUIDE

Welcome to ACEMAPP

ACEMAPP is the credentialing platform used by the UGA School of Medicine (SOM). This guide will walk you through the essential steps to log in, complete your profile, meet compliance requirements, and prepare for your clinical experiences.

Help desk guide: [What is ACEMAPP](#) and [Student User Guide](#)

What is Credentialing?

Credentialing is the process by which hospitals and virtually all other healthcare facilities verify that healthcare providers have the required qualifications, training and skills to provide patients with the highest level of care and ensure patient safety. It will be an important, and constant requirement throughout the four years of medical school and, subsequently, your career as a practicing physician.

It is your responsibility to stay up to date with your ACEMAPP account, including checking your email for reminders and alerts, and complete all mandatory credentialing documentation as specified by the UGA SOM and affiliated clinical sites.

Credentialing is a professionalism expectation! Failure to complete credentialing requirements is considered a lapse in professionalism and may delay your participation in clinical activities or cause you to lose your clinical rotation placement.

See: [UGA SOM Credentialing Policy](#)

For help with credentialing, contact the SOM credentialing team at credentialing@uga.edu

Requesting ACEMAPP Support

The ACEMAPP team is happy to provide support
M-F 8:00 am to 5:00 pm

Email: support@acemapp.org
Phone: (844) 223-4292

You may also request support directly from your ACEMAPP account. Follow these simple steps:

1. While logged in, click on your **Name** in the upper right-hand corner of any page and select “**Support**” from the drop-down menu.
2. To create a **new** support request, click “**Submit New Ticket**”, or click on the “**Contact Us**” button at the top of any ACEMAPP page while you’re logged in.
3. Enter the **Subject** of the request in the subject line and a **Message** describing your question or

concern. Click **“Submit”**. Customer support representatives will review request and respond as quickly as possible.

Getting Started with ACEMAPP

1. **Logging in to your ACEMAPP account:** (Help desk guide: [Log in to ACEMAPP](#))

Once we create your account, ACEMAPP will send a verification email. **Click the verification link** in that email to verify your account. If you can't find it in your inbox, check your spam/junk folder. *Verification emails are valid for seven days.* Use the [Resend Verification](#) button on the [acemapp.org](#) login page if you can't find the email or it has expired.

After verification you will receive a second email to **set your password**. Follow the link and create your secure password. Log in at [acemapp.org](#).

When you log in you will be asked to agree to the **FERPA Consent**, the **Honesty Pledge**, and the **Terms and Conditions**.

2. **Completing your profile:** (Help desk guide: [Update Your Profile](#))

Completing your profile is required and directly affects your compliance status. Your information is shared with your school's administrators, so it is important to keep it accurate and up to date.

When you first log in, you may be taken directly to your **Profile** page. If not, click your **Name/Avatar** in the top-right corner of your screen and select **"Profile"** from the drop-down menu.

To access your homepage and proceed in ACEMAPP you must complete all required profile sections and remove any **red “X”** indicators under the **“Navigation”** tab.

All required fields are marked with an asterisk (*) and an orange tab. Complete all information and click **“Save”** before moving on to the next section in the Navigation tab.

NOTE: when completing the **“System”** section of your profile, **DO NOT ‘Opt Out’ of emails**. ACEMAPP will send only email reminders relevant to your account status.

Enter your **Name, Address, Phone Number, Birth Date, Gender**, set your **Theme**, and if needed, update the **"Enable Networking"** toggle. Click **"Save"** before moving to a new section.

NOTE: Required fields (noted with an orange tab) are needed for specific institutions you are affiliated with.

When you have completed all necessary sections click on the **acemapp** logo to navigate to your homepage.

3. Membership Fee

Membership fees are paid for by the SOM. If, upon login, you are prompted to pay and **ACEMAPP Membership Fee**, contact the Credentialing Office at credentialing@uga.edu.

4. Complete Requirements

M1 Students:

- Complete the following courses and assessments found on the Home Page **Learning Materials** panel:
 - HIPAA Course and Assessment
 - OSHA Course and Assessment
 - Bloodborne Pathogens (BBP) Course and Assessment
- Upload [Immunization Certificate](#)
- Upload BLS certification (obtained during Orientation)
- Upload Driver's License & expiration date (requirement must be updated every 2 years)
- Upload [UHC Health Provider Attestation Form](#) (annual requirement)

Rising M2 – M4 Students must complete the following additional UGA SOM requirements:

- Advantage Students background check and drug screen (annual requirement)
 - Advantage Student account must be linked to and shared with the SOM and Piedmont Athens Regional.
 - Must be uploaded directly to St. Mary's site
- Proof of Immunizations:
 - TDAP

- Hep B (positive titer, 3 dose or decline)
 - MMR (full series or titer)
 - Varicella (full series or titer)
- TB screen (QuantiFERON Gold or T-Spot; annual requirement)
- Professional Liability Insurance (**M2 & M3**; annual requirement)
 - Link to current year Certificate of Insurance can be found at: <https://insurance.uga.edu/general-liability-state-tort/>
 - SOM provided general liability insurance (**M4**)
- Current CV
- Letter of Good Standing
- Mask Fit Test (**M3+**)
- Additional requirements will vary based on clinical site. School and site requirements can be found on the Home Page in the **Requirements** panel.