

Managing Employee Applications for Institutions

Welcome to ACEMAPP. In this video, we will walk you through how to review and approve your employee applications and once you approve the application we will show you how to clear the members required items. Keep in mind that these features and processes are determined by the organizations that you are connected to in ACEMAPP, so some of these features may not apply to you. If you have questions or would like more information on how to manage your ACEMAPP account, you may view our Help Desk or you can contact ACEMAPP Support.

From your home screen, click on the "Applications" button. If you do not see this button on your page, you may have to click the More tab to locate it. Now you will see all of your applications. Locate the correct application and click the List button. This will populate all of the members who have submitted this application. Click the pencil icon next to the members name to see the details of the application. You can add any notes and approve or deny. You may also add a note and save the note with no decision, if you need to confirm any information. Once you approve the application, you will be brought to that member's requirement page. This page is separated out by standard requirements, tiered requirements, and assessments depending on what your organization has set up. For any item that you would like to clear for this member, enter in a completion date and an expiration date if it applies. If you would like to clear multiple items, you can enter in dates for all items you would like cleared. Then click Submit.

If you have questions about completing a process in ACEMAPP, feel free to contact ACEMAPP Support at support@acemapp.org or 844-223-4292.