

Reviewing and Approving Applications

Welcome to ACEMAPP. In this video, we will walk you through how to review and approve your applications. Keep in mind that these features and processes are determined by your school or clinical site, 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 homepage, click the Applications tab or the Rotation Applications tab. Next, locate the application you would like to review. You can click the List view to see the individual members that have submitted the application. Then you can click the pencil icon to see the details in the application, add any notes, and approve or deny. The other option for approving is from the Application page, click the Queue View button. This will shuffle you through all of the pending applications. You can leave any notes or approve or deny. You can also skip an application if you would like to come back to it later.

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