

Preceptor User Guide

ACEMAPP is a collaborative platform for health care education and professional development. It is your responsibility to stay up to date with your ACEMAPP account, including checking your inbox for reminders and alerts.



Preceptor Orientation Video

You may view an overview of the steps you'll be required to complete in ACEMAPP at vimeo.com/537845461/7c314256e0

1. Log in to your ACEMAPP account

Visit acemapp.org and log in with your school email address and password. Be sure to navigate to your Preceptor home page to find relevant information.

Log in: acemapp.org/kb/53

Dashboard navigation: acemapp.org/kb/293

2. Complete each component of your preceptor profile

This information is shared with administrators at your university. Please keep this information up-to-date. To let students know if you're available as a preceptor, see step 3 in the help desk article linked below.

Profile guide: acemapp.org/kb/234

3. Manage rotations

You will be assigned to rotations by your school in ACEMAPP. From your rotation table, you will be able to see a list of your students.

View rotations: acemapp.org/kb/240

4. Approve time logs

You are asked by the University of Alabama at Birmingham to approve your students time logs, including skills.

Review time logs: acemapp.org/kb/130

5. Complete evaluation(s)

You may be asked to complete an evaluation regarding your student. A midterm evaluation will become available 6 weeks after the rotation date and a final evaluation will become available 3 weeks prior to the end of the rotation.

Complete evaluations: acemapp.org/kb/252

6. Download certificate

You will be able to download a certificate following each precepting experience.

View certificate(s): acemapp.org/kb/205

If you have any questions regarding your ACEMAPP account, please contact support@acemapp.org or 844-223-4292.