

Submitting Personal Schedules

Welcome to ACEMAPP! In this video, we will walk you through how to submit a personal schedule in ACEMAPP. Personal schedules allow you to track non-clinical-rotation events, such as class schedules or time with your preceptor. Keep in mind that these features and processes are determined by the organizations that you are connected to in ACEMAPP, so this feature may not apply to you. If you are unsure if this applies to you, you can check with your organization.

If you have questions or would like more information, you may view our Help Desk or you can contact ACEMAPP Support.

From your home screen, select "Personal Schedule". If you do not see this button, click the More button. In the Personal Schedule box, select "Request a Personal Schedule". Select the Program for your Personal Schedule and click "Save". Click in the Entity box to select your school. Then select "Save & Continue".

Click in the Directory Entity box to select your site. Note, your school may not utilize this feature. If they do not you can skip this step by selecting "Save & Continue". If your school is utilizing the Directory Entity feature, you can type in your Clinical Site name in the box to select it. If you do not see your Site, you may need to reach out to your school.

Now, select your Directory Member. Typically, this is a preceptor, but it may depend on your school. Again, not all schools utilize this process. Select "Save & Continue". Confirm the information you have entered from the previous steps and click "Save". On the Rotation Edit screen, in the Edit box on the left-hand side, complete all the required fields to enter your schedule details. Click Save. These fields will depend on your organizations preference.

Next we will look at the advanced scheduling feature. You are able to enter in each specific day and time by turning on the Advanced Scheduling feature. To enter this information, update this toggle to Yes and select Ok in the pop-up box, then select Save. Now, locate the 'Schedule' tab towards the top of your page. This will allow you to verify each day and enter the time for each day as well/ You can delete any days that you will not need. Select "Save".

If you have questions or need assistance, please contact us at 844-223-4292 or email support@acemap.org