New Student Online Enrollment
**By Marc Medwed and John Roch, ACPE Staff**
September 2015

ACPE is well on its way to having a new Student Unit Database. It will be a wonderful upgrade with many new features for searching units, seeing past and current enrollments, and will enable us to keep better track of the many units of CPE that are registered each year.

Starting September 1, 2015, all students will need to enroll online on the ACPE website for their fall units. Once your student has been accepted into a CPE program or residency, it is time to enroll for their unit. We encourage you to complete the online enrollment process with your students during their orientation. Below are instructions to help guide your students through the enrollment process.

Student Enrollment Instructions

1. Start by visiting the ACPE website: www.acpe.edu.

2. Navigate using the main blue menu bar to: **My ACPE -> For Students -> Enroll in CPE Unit**
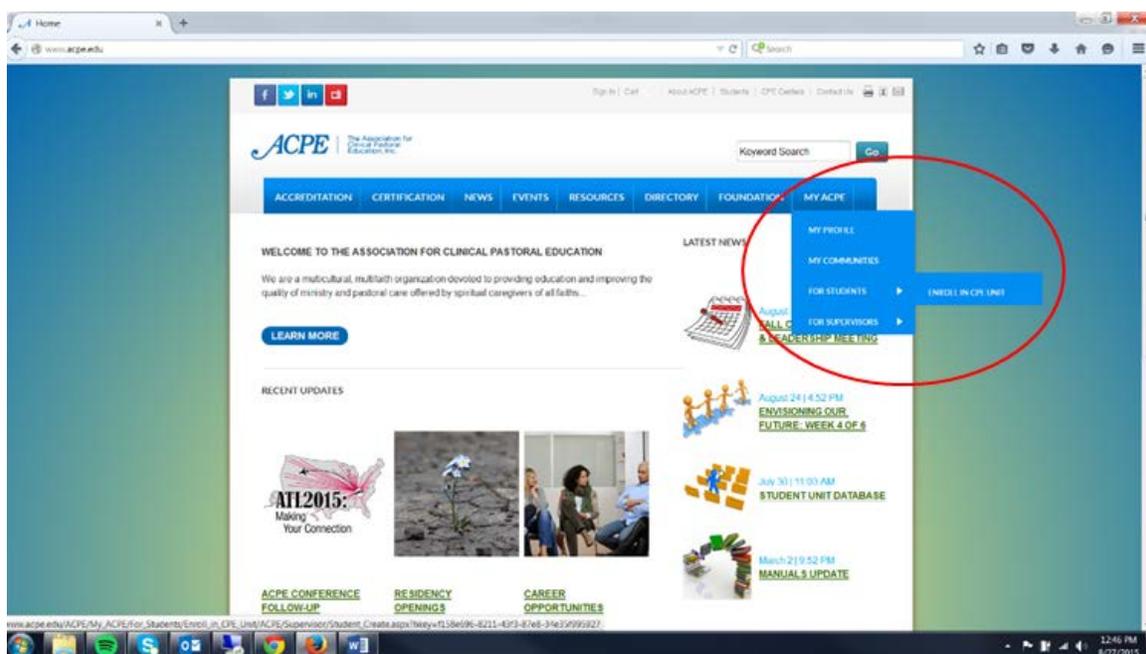
3. You will need to have an account with the ACPE website/database. This will allow you to update your contact information, enroll in future CPE units, and eventually print unofficial transcripts.

   If you already have an account, you may Sign In. Current members, i.e. Clinical Members, Individual Members, Student Affiliates, will already have established accounts.

   If you need to create an account, start by completing the identifying and contact information on the Welcome Page.
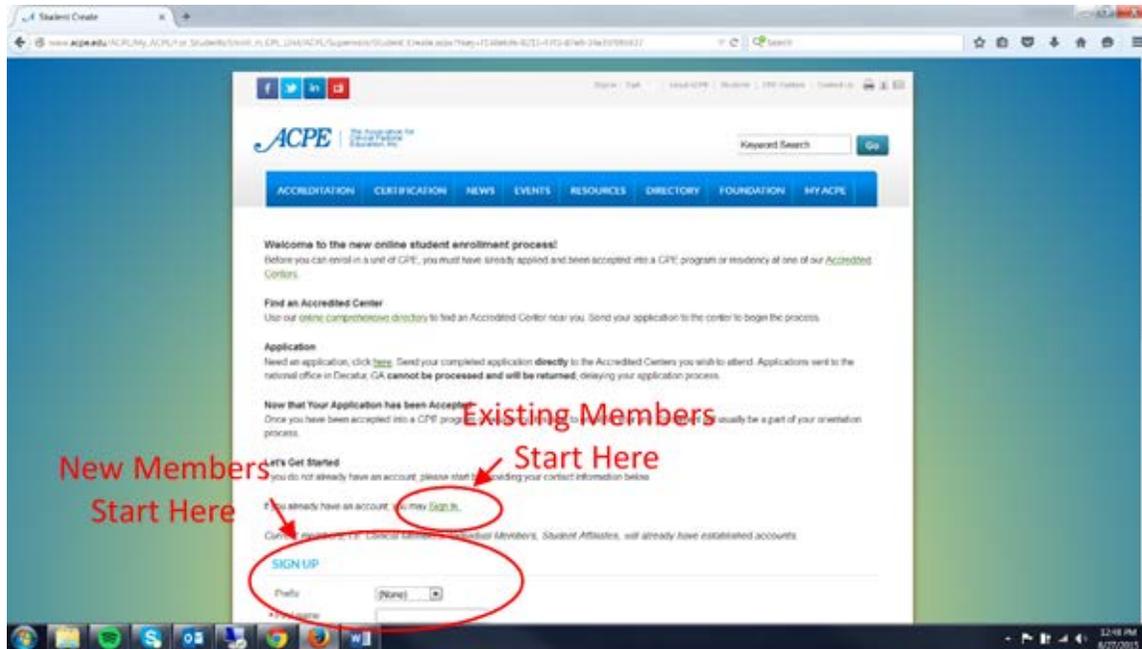

   On the Sign Up page, you will need to select your CPE Center. Start by typing its name and the list will prepopulate. Once you have completed all the required fields, click the red **Save** button at the bottom of the screen.
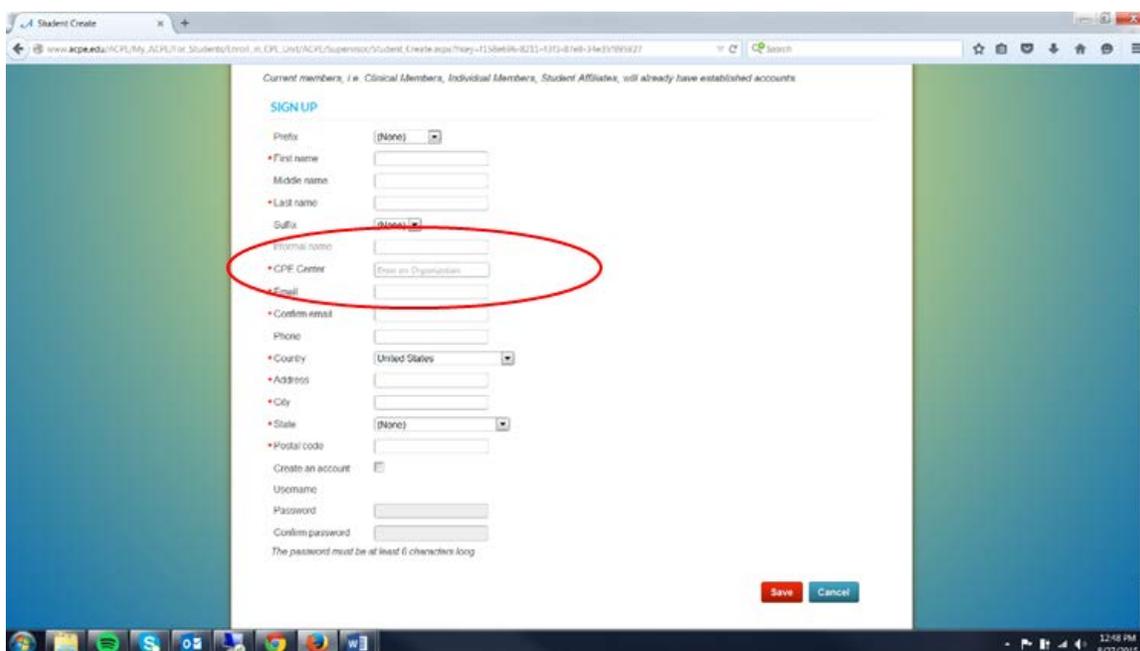
4. On the next page, we will request some demographic information about you. The ACPE is committed to all forms of diversity. We collect demographic information regarding gender, race, and age in an effort to track our progress in creating a diverse membership and student body. Demographic information will never be shared with identifying information. Some of this information is submitted voluntarily and not required.

   Click the red **Next** button at the bottom of the screen after completing the demographic information.
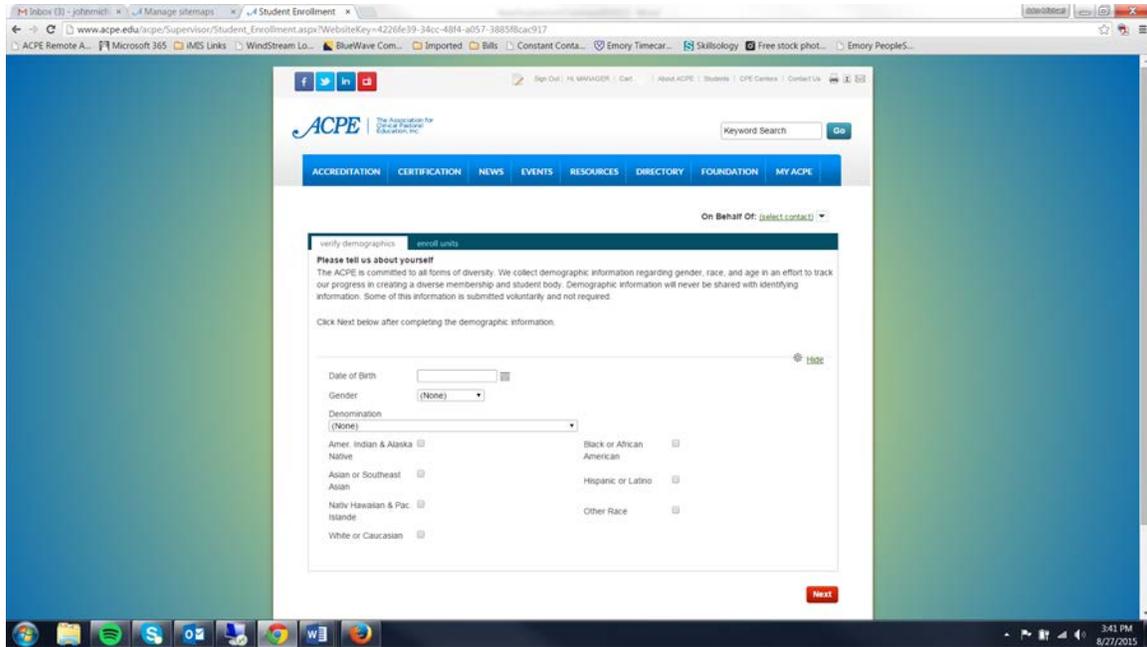
5. On the final screen, you will select your ACPE Supervisor and complete your enrollment. You should see a list of ACPE Supervisors available at your selected Accredited Center. Make note of your ACPE Supervisor's ID number. You will need it to complete the enrollment process.
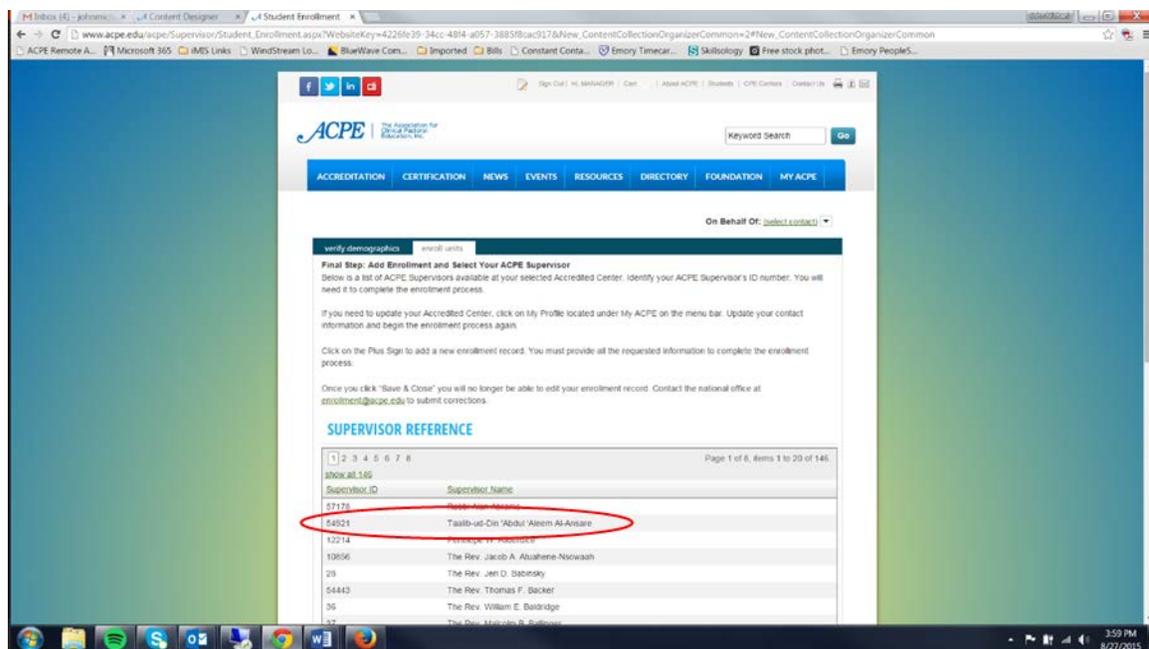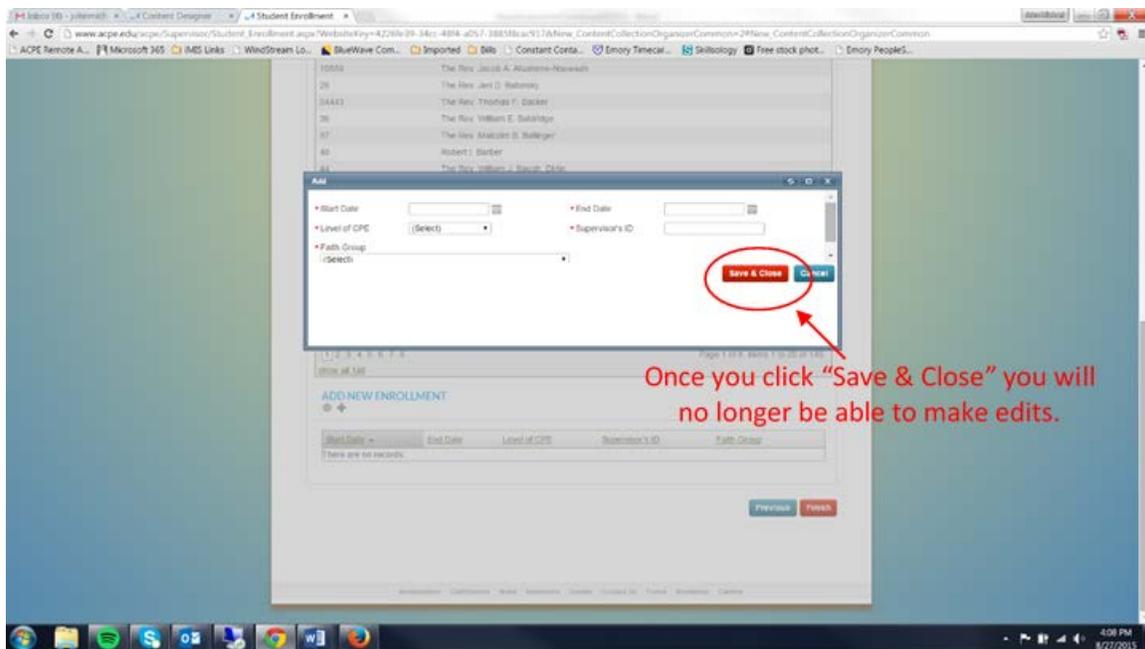
6. Click on the **Plus Sign** to add a new enrollment record.
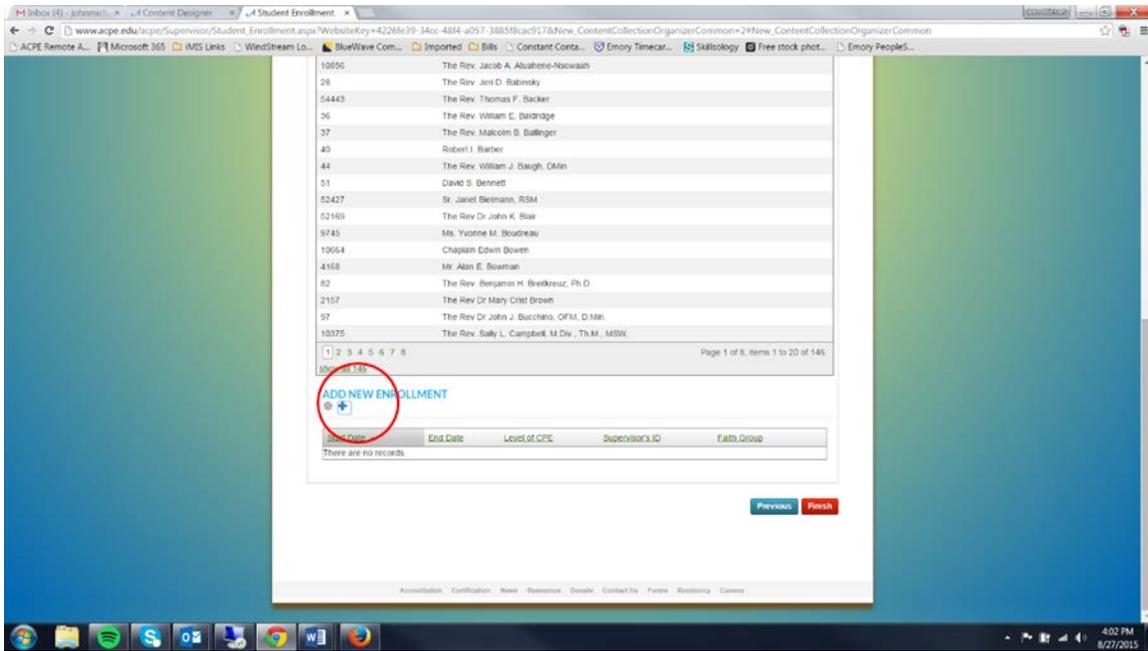
7. You must provide all the requested information to complete the enrollment process.

   Once you click **Save & Close** you will no longer be able to edit your enrollment record. Contact the national office at enrollment@acpe.edu to submit corrections.

8. Click the red **Finish** button at the bottom of the screen. ***Thank you*** for completing the online enrollment process!