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# WORKING WITH ACEJMC LOOKUP

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A QUICK OVERVIEW OF REGISTERING AND UPDATING YOUR UNIT'S INFORMATION

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## GETTING STARTED WITH REGISTERING YOUR UNIT

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To register your ACEJMC program for an account, please send an email to [acejmc.hello@gmail.com](mailto:acejmc.hello@gmail.com) with the following information:

- Name of the university and the accredited unit
- Complete address for the unit (street, city, state, zip, region)

There are two levels of authority for maintaining the unit accounts: “**administrators**” and “**members**”:

- Administrators can see who has access to the account and have the authority to add or revoke access to the account.
- Members can update all of the unit's information but cannot add or revoke access to the account.

When registering, please note who will be designated as the administrator, along with any members. Be sure to include the following information for EACH person:

- First name
- Last name
- Preferred username (typically the first and last name combined)
- Email address

A confirmation email will be sent to the user with login information.

Please send questions to [acejmc.hello@gmail.com](mailto:acejmc.hello@gmail.com)

## KEEPING YOUR UNIT CURRENT

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After you have received your email with username and password information, log into the member's panel by visiting the website and clicking on "member login" located in the upper right corner, or go directly to: <https://lookup.acejmc.org/login/>

From your unit administration page, there will be three options:

- Edit Unit Details
- Edit Members List
- Account Settings

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### EDIT UNIT DETAILS

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This Edit Unit Details page will provide with all of the input fields for entering information about your unit. The input fields will include text descriptors to help you understand what is needed. If there are any questions, please send us an email to [acejmc.hello@gmail.com](mailto:acejmc.hello@gmail.com).

When you've finished entering in all of your unit information, click on the submit button in the top right of the page, or cancel to stop any changes and return to the previous page.

*Please note: When a school has completed the data request and is ready to publish the information on the database, the "Public" button must be clicked.*

The first time you've updated your unit's information, please send notification of your completed data to [acejmc.hello@gmail.com](mailto:acejmc.hello@gmail.com).

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### EDIT MEMBER LIST

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The Edit Member List page will enable you to manage the people in your unit that can access the member page and update information. Only those with administrator access will be able to access this page.

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### ACCOUNT SETTINGS

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To change your password, this can be done from the Account Settings page.

**If you need any additional help, please do not hesitate to send an email to:**

**[acejmc.hello@gmail.com](mailto:acejmc.hello@gmail.com)**