

ACEwise Instructions

1. Log onto www.acewise.org
2. Click on **Parents Click Here**
3. You will need to create a log-in and password for yourself for our My College Knowledge classes. Click on **Create New Profile**.
4. Once you have successfully created a parent profile, you will be directed to log-in.
5. Click to register you and/or your child as a new student. If a parent will be taking a class(es), the parent must register as a new student, separately from their child. **Under school, choose My College Knowledge, not your student's current school, for you and your child.**
PLEASE NOTE: When registering as a parent, please select your child's school for the "homeroom", and select "post graduate" for the grade. For students, please use student's current school for "homeroom" and current grade.
6. You will need to create a student profile for each child and/or parent who wants to enroll in a class. **If you have previously created a student profile, you will need to edit the profile by clicking on the "Modify" button and update the student's grade, age and school.**
7. To continue enrolling, click on **enroll**.
8. Select, **My College Knowledge**, as the school, and then the class(es) you and/or your student are enrolling in from the list below.
9. You may either check out or continue enrolling in another class.
10. If a class is full, an error message comes up, and you can click on continue enrollment, and you go back to the page with the classes
11. After successfully checking out, you will receive an email receipt listing the class(es) in which your child and/or you have been enrolled.
12. To enroll another child or parent, go back to the Home Page and log in again.

If you have any problems or questions, please contact Meryl Segal (949)265-6412 or msegal@ipsf.net.