

# How to Upload Required Supplemental Items to your ACE Application

1. After submitting your application, log back in to your Eagle Account (<https://apply.fgcu.edu/Ellucian.ERecruiting.Web.External/Pages/Login.aspx>):



2. Once logged in, you will see the main page that looks like this:

## My EAGLE Account

Welcome, Loren! We are glad you have visited us in this virtual world! Let us get to know you and we will help you get acquainted with FGCU! FGCU has a great effect on people - come Experience the FGCU Effect.

FGCU ID 815[ ]	Name Loren [ ]
Address 100 Forest [ ]	
City Naples	State/Province Florida
ZIP/Postal Code 34105-5537	Country United States
Email Address [ ]02@gmail.com	Home Phone 239-285-[ ]

3. Scroll to the bottom of the main page to see your application and click on number 4 "Submit Supplemental Items":



<b>Fall 2018 - Biochemistry - BS/Main Campus/Accelerated Collegiate Experience</b>	
1. Create a Profile	Created On 11/4/2017
2. Start an Application	Started On 4/13/2018
3. Complete an Application	Completed On 4/13/2018
<b>4. Submit Supplemental Items</b>	<b>6/6 required items received</b>
<a href="#">View Application</a>	

4. This will bring you to the Supplemental Items Listing Screen:

## Supplemental Items Listing

Back to My Account

Supplemental Items

Item	Description	Submission Status	Attachment
ACE HS Authorization Form *	The High School Authorization Form must be completed and signed <u>by the student's counselor at the high school in which the student will be enrolled while participating in the ACE Program</u> . The counselor signature denotes permission by the high school for the student to apply to the ACE program. If you are a home-school student, a parent will complete the form. The form must be filled out entirely. The supplemental forms are a requirement of the ACE application package. Please contact the director of the ACE program if there are questions regarding the forms.	Received	IMG_4310.jpg uploaded.
ACE Memo of Understanding *	The Memo of Understanding Form <u>must be reviewed by both the student and parent</u> . The student must initial each statement on the form, and both student and parent signatures are required on the second page. The parent signature denotes his/her permission for the student to apply to the ACE program. The supplemental forms are a requirement of the ACE application package. Please contact the director of the ACE program if there are questions regarding the forms.	Received	IMG_4309.jpg uploaded.
ACE Resume *	The ACE Resume is a student resume that should be formally formatted and contain all activities the student has completed or is currently engaged in. This includes, (but is not exclusive to), leadership, honors, service, travel, language proficiency, music and art accomplishments, technical ability, creative writing and publishing, and other scholarly activities. An annotation is helpful.	Received	Resume.pdf uploaded.
ACE Third Party Release *	The Third Party Release Form must be completed by the student and should indicate release of records to a parent and the <u>high school the student will be attending while participating in the ACE program</u> . The supplemental forms are a requirement of the ACE application package. Please contact the director of the ACE program if there are questions regarding the forms.	Received	IMG_4306.jpg uploaded.
High School Transcript (Preliminary) *	Your preliminary high school transcript will not have a graduation date posted and may have courses still in progress on it.	Received	
SAT or ACT Test Scores *	We need official test scores from SAT or ACT. Please note we are unable to request these scores to be sent to us - you must request these to be sent on your own.	Received	

5. You can then upload each document through the attachment column next to each item:

## Supplemental Items Listing

Back to My Account

Supplemental Items

Item	Description	Submission Status	Attachment
ACE HS Authorization Form *	The High School Authorization Form must be completed and signed <u>by the student's counselor at the high school in which the student will be enrolled while participating in the ACE Program</u> . The counselor signature denotes permission by the high school for the student to apply to the ACE program. If you are a home-school student, a parent will complete the form. The form must be filled out entirely. The supplemental forms are a requirement of the ACE application package. Please contact the director of the ACE program if there are questions regarding the forms.	Received	IMG_4310.jpg uploaded.
ACE Memo of Understanding *	The Memo of Understanding Form <u>must be reviewed by both the student and parent</u> . The student must initial each statement on the form, and both student and parent signatures are required on the second page. The parent signature denotes his/her permission for the student to apply to the ACE program. The supplemental forms are a requirement of the ACE application package. Please contact the director of the ACE program if there are questions regarding the forms.	Received	IMG_4309.jpg uploaded.
ACE Resume *	The ACE Resume is a student resume that should be formally formatted and contain all activities the student has completed or is currently engaged in. This includes, (but is not exclusive to), leadership, honors, service, travel, language proficiency, music and art accomplishments, technical ability, creative writing and publishing, and other scholarly activities. An annotation is helpful.	Received	Resume.pdf uploaded.
ACE Third Party Release *	The Third Party Release Form must be completed by the student and should indicate release of records to a parent and the <u>high school the student will be attending while participating in the ACE program</u> . The supplemental forms are a requirement of the ACE application package. Please contact the director of the ACE program if there are questions regarding the forms.	Received	IMG_4306.jpg uploaded.
High School Transcript (Preliminary) *	Your preliminary high school transcript will not have a graduation date posted and may have courses still in progress on it.	Received	
SAT or ACT Test Scores *	We need official test scores from SAT or ACT. Please note we are unable to request these scores to be sent to us - you must request these to be sent on your own.	Received	

6. Make sure to upload each attachment. Once uploaded, you can click on each to view. Double check to make sure they are legible and clear.