

How to Sign up for the First-Time Author Program

01) Log on to AACE Mentor Network

Go to the **AACE Mentor Network**:
<https://careers.aacei.org/eMentor/>

Select **Mentee - Mentee Registration**

Login with your AACE credentials



02) Create Your Profile

Select **Writing a Technical Article** as your objective of engagement

03) Upload Documents

Upload your abstract, resume, or other relevant documents to share with your mentor



04) Profile Complete

Add system@jobcontrolcenter.com to your email safe sender list

05) Search Mentors

Click Mentees - Find a Mentor and select **Writing a Technical Article** under objective of engagement

Leave all other profile fields blank



05) Connect

Review mentor profiles and click to connect

Select **Request Engagement** in the bottom right corner of the screen on the mentor's profile to message

AACE Mentor Network

For additional resources and to understand the mentor matching process, please visit our website:

<https://communities.aacei.org/mentoring>