ACE Online

Today’s Session: ACE Reminder to Students

Getting Ready: You will need a valid HawkID and password

Follow up: If you have questions regarding this instructional technology, please contact the ITS Help Desk at its-helpdesk@uiowa.edu.

We will be exploring the various reports available through the ACE Online program.

PART ONE – Accessing the ACE Online Program

Points of access
You can access the ACE Online Program via ICON and myui.

Access via ICON
1. Open a new browser: Chrome or Firefox.
2. Go to https://icon.uiowa.edu.
3. Click HawkID Login.
4. Enter your HawkID and Password.

5. Click Log In.

6. Click Student Tools.

7. Click Course Evaluations (ACE).
8. Enter your HawkID and Password.

9. Click Log In.
Access via MyUI

1. Open a new browser: Chrome or Firefox.
2. Go to https://myui.uiowa.edu.
3. Click Course Evaluations.
4. Enter your HawkID and Password.
5. Click **Log In**.
PART TWO – Reminders

Accessing the Reminder function

1. From the My Courses page you will see an envelope icon next to each open course.

2. Click the Envelope icon next to the course you wish to send a reminder for.
3. The email format tool will open so that you may fill in the reminder.

![Example of a completed reminder](https://ace.uiowa.edu/its-helpdesk@uiowa.edu)

a. Below is an example of a completed reminder.
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