Collaborate- ACE Academy Computer

If you are using a computer from Ace Academy, follow these steps to access Collaborate sessions. If you are using your own personal computer, follow the directions located in

- 1. Student Orientation
- 2. Programs
- 3. Collaborate
- 4. Accessing Collaborate- Personal Computer

Step 1: Click on the link provided to you by your teacher through Schoology messaging or email. Your teacher will notify you on where to find the link for your Collaborate session. Remember, you can not enter the Collaborate session more than 15 minutes prior to your appointment. If you try to access it earlier, you will not be able to join.

Step 2: The screen below will appear. Type in your first and last name. This will tell your instructor who you are.

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Step 3: At the bottom of your screen, it may ask if you want to keep or discard the program.

Click "keep".

Step 4: Once you have selected run, the screen below will appear. Type in the username and password and press "ok".

Username: aceva

Password: virtual

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Step 5: When you see this screen, click "Run".



Step 6: If this screen should pop up, press "cancel".

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Step 7: Press "Accept".





Step 8: Be sure the option "Cable/DSL" is selected. Then press "ok".



