



GEDA Application Portal User Guide

Navigating the Portal

Introduction

Welcome to Jetpack, GEDA's new application portal! This guide will help you navigate the new application portal, from logging in to accessing key features and navigating the dashboard.

1. Logging in to Jetpack

- **Step 1:** Open your web browser and go to the Jetpack login page: acep.accreditor.com/login.
- **Step 2:** Enter your ACEP username and password in the respective fields. Click the "Login" button to proceed.

Disclaimer: If you do not have a login yet, you will need to create an account before accessing the portal. Follow these steps:

1. Create an Acep Account.
2. Go to the "[Contact Us](#)" form on the GEDA website.
 - **Submit the Following Information:**
 1. Full Name
 2. Email
 3. ED Site/Hospital Name
 4. Health System in which this ED Site/Hospital belongs.
3. This information will be sent to a GEDA employee who will assist in setting up your account.

Please allow 1-2 business days for a response and account setup.

- **Step 3:** If your credentials are correct, you will be directed to the Jetpack dashboard.
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2. Navigating the Dashboard

- **Step 4:** The dashboard provides access to various features. The main sections are:
 - **GEDA Accreditation:** Where you can start new applications, complete existing applications, and check the status of your submitted application.
 - **Messages:** View messages within the portal.
 - **Settings:** Customize your profile and preferences.
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3. Starting New applications

- **Step 5:** To start a new GEDA application, click on the "Start New Application" tab.
- **Step 6:** You will then see the Health System in which your ED Site/Hospital belongs to. Please click there.

Disclaimer: If this is not correct, please reach out to the GEDA team.

- **Step 7:** Under the “Start New Application” tab, you will select the type of application you would like to begin under the “Select Application Pathway” dropdown. Click save once the correct application type has been selected.
 - **Step 8:** Click on the tab that describes the type of application you just selected.
 - GEDA – Level 1
 - GEDA – Level 2
 - GEDA – Level 3
 - **Step 9:** You will click “view” to begin working on your application.
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4. Working on a New Application

- **Step 8:** Depending on each application level, there will be a number of sections you will need to complete prior to submission. Please ensure that each field and section is fully completed prior to submission.
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5. Submitted applications

- Once submitted, you can check the status of your application under the application Status tab.
 - If revisions are needed, your application will show “reverted.” The GEDA team will reach out to let you know what is needed. Please let the team know when revisions are completed so we can re-review and resubmit your application once those edits are approved.
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Application Tips

- Please ensure that all documents are filled out completely and uploaded in the correct spot. You can find numerous sample documents [here](#). This includes (but not limited to) Care Process Templates, Physician/Nurse Champion Job Description Templates, and examples.
 - If you have any questions regarding the GEDA criteria, please refer to our GEDA Criteria (PDF) found on the [GEDA home page](#).
 - If you have any questions regarding cost requirements, application process, renewing/upgrading, documentation needed, example of a geriatric dashboard or process map, please go to our [FAQ](#) page.
 - Email notifications are unfortunately not set up yet. Please monitor the site for any application updates.
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Troubleshooting

- If you encounter issues logging in, ensure your username and password are correct, or use the "Forgot Password" link for password recovery.
 - If you receive a “fatal error” message, please contact the GEDA team so that we can connect with our product developers.
 - If you do not see an already existing application in the new portal, please contact the GEDA team.
 - For any additional information, questions, concerns, please contact geda@acep.org.
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