

# How to login to AET

Go to [www.theaet.com](http://www.theaet.com)

Click on either teacher or student button on the left menu.

The screenshot shows the homepage of the Agricultural Experience Tracker (AET). The top navigation bar includes links for 'Student Help', 'Teacher Help', 'Explore SAE', and 'SAE Resources'. The main heading is 'Agricultural Education Online Recordkeeping System'. On the left sidebar, under 'Please sign in:', there are three buttons: 'Student', 'Teacher', and 'Region'. A red arrow points to the 'Student' button. The main content area features a 'Welcome' message, a map of the United States with markers for active student accounts, and a section for 'AET Announcements' with several links and updates.

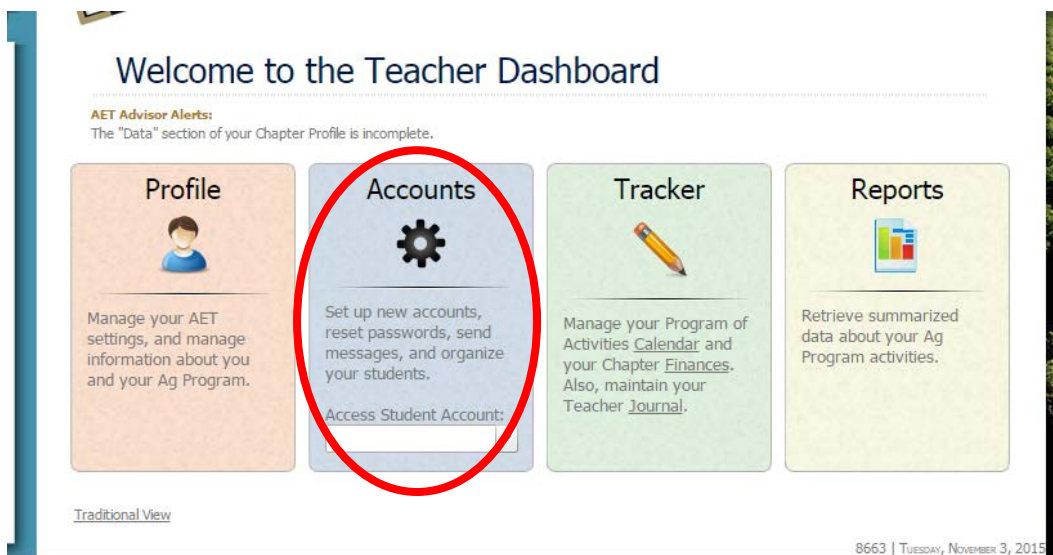
Under Advisor sign in use your FFA Chapter number for both the username and password. Once you are logged in you may change your password. Initially, each chapter has one AET account. Advisors can add additional teachers once logged in.

The screenshot shows the 'Advisor Sign In' form on the AET website. The form has two input fields: 'Chapter: (for example: TX0765)' and 'Password:'. The 'Chapter' field contains 'NY0000' and the 'Password' field contains '\*\*\*\*\*'. Below the form is a 'Continue' button. Below the form is a section titled 'Teachers - Help Signing In' with a list of instructions:

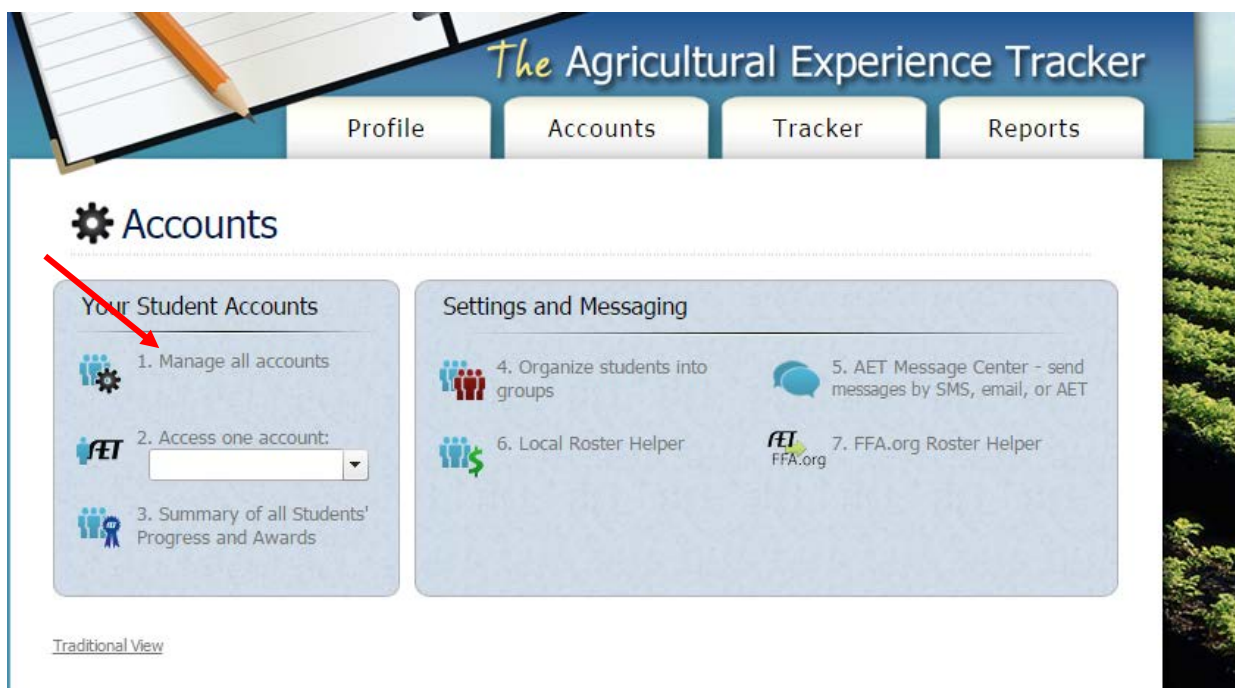
- Contact AET support: [info@theaet.com](mailto:info@theaet.com)
- Access AET from AgCN: sign in to [ffa.org](http://ffa.org), then click "FFA Application Center"
- Reset your password through the JudgingCard system: [Click here](#)

Once you're in the system you'll see your Teacher Dashboard.

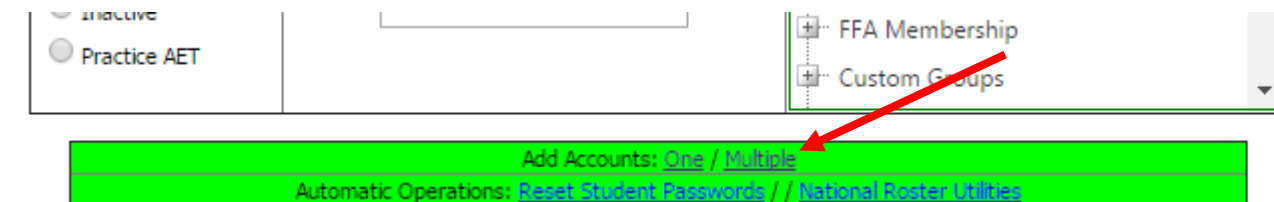
On the Teacher Dashboard you will need to click on Accounts.



On the next screen, click on Manage all accounts under the Your Student Accounts section.



In the neon green box click on Multiple.



Click column headings to sort. Highlight rows using the mouse, and then right click to change settings for groups of students.

Name	Username	Grade	Last Access
<a href="#">Downes, Kate</a>	KDownes		never
<a href="#">Hanagriff, Roger</a>	RHanagriff		never

Once this screen comes up, you can begin to add your student's names like this: last name, first name – separated by a comma in the large box (ex: Hill, Derek). Each name should be entered on a separate line. Once you have added all of your students, click the Add Accounts button at the bottom.

York FFA Association

Profile Accounts Tracker Reports

Please copy-and-paste or hand-enter your list of students here. Each new account should be listed on a separate line. Please click the blue "help" icon for more information and suggestions.

Important: The AET automatically "logs out" after about 20-30 minutes of inactivity. If you type the names one-by-one on this page, your login will probably expire before you're done. So, use Excel and copy the columns. OR, email your roster to [info@theAET.com](mailto:info@theAET.com) and we can help.

Please use one of the following formats for your list (should be comma-separated or tab-separated):  
Last Name, First Name, Username, Password  
Last Name, First Name, Username  
Last Name, First Name

If you do not specify usernames, they will be created automatically and shown in your account list.  
If you do not specify passwords, they will automatically be set to the student's username. Passwords are case-sensitive, so please notice upper- and lower-case letters.

Rows that cannot be understood will be ignored.  
If a student already exists (First and Last name is the same), the row will be ignored.

Add Accounts Cancel

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Once you have added the accounts, you'll come back to the Student Accounts screen, where the student name and automatically generated username are listed. From here you click on the Accounts tab, and then select the student's name from the dropdown menu in the middle of the page, where it says Access one account.

The Agricultural Experience Tracker

Profile Accounts Tracker Reports

## Accounts

**Your Student Accounts**

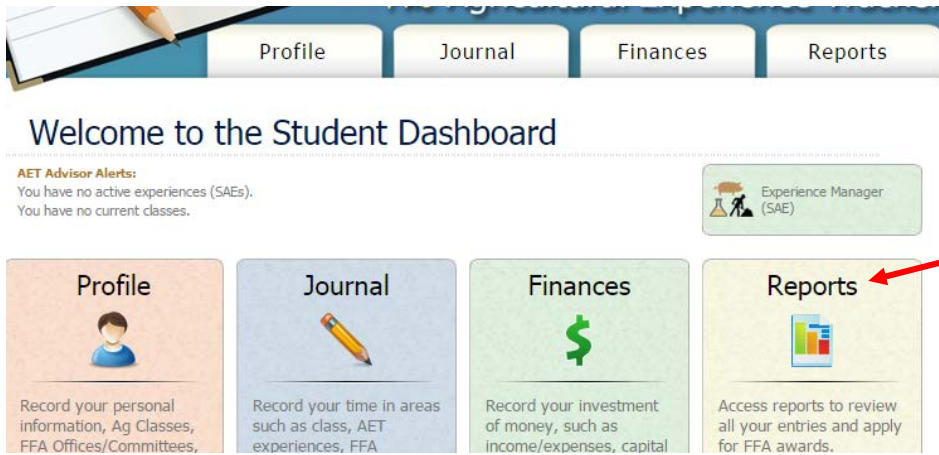
1. Manage all accounts
2. Access one account:
3. Summary of all Students' Progress and Awards

**Settings and Messaging**

4. Organize students into groups
5. AET Message Center - send messages by SMS, email, or AET
6. Local Roster Helper
7. FFA.org Roster Helper

Traditional View

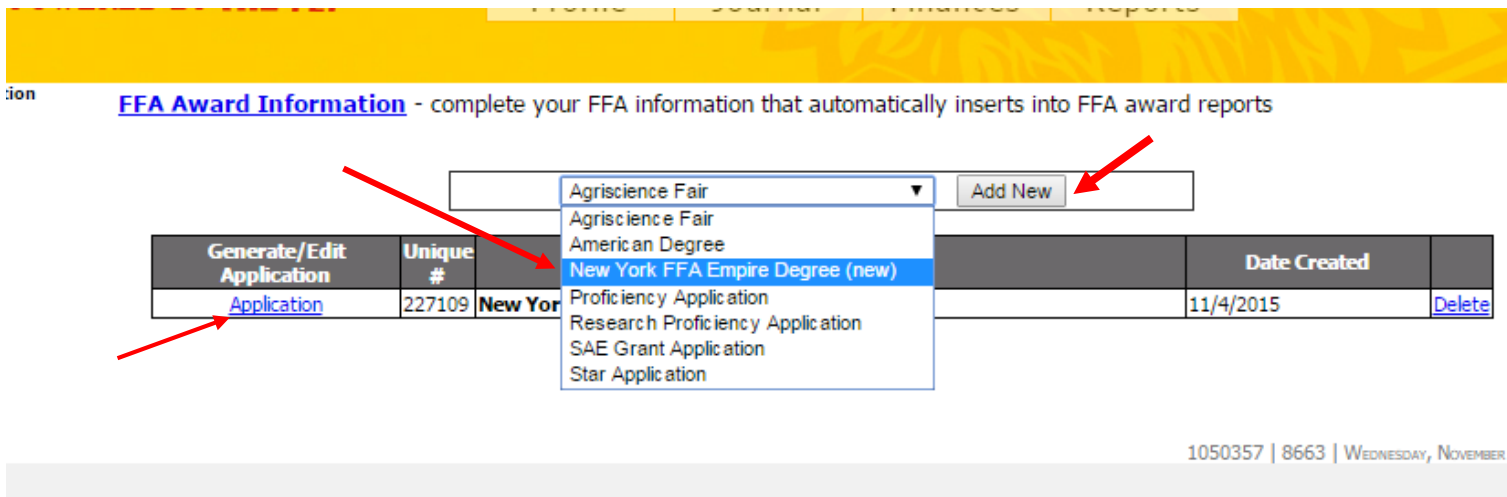
Once you've selected your student's name, the Student Dashboard will come up. Click on Reports.



On the next screen, under the Annual Reports & FFA Apps, click Degree/Application Manager.



In the FFA Degree/Application Manager click on the Add New Application dropdown menu at the top. In that dropdown menu select New York FFA Empire Degree (new), and then click the Add New button.



If you need to fill out the Star Battery, you just select Star Application from that same dropdown menu, and then Add New.

To edit your application, click on Application under Generate/Edit Application.