

SUBMITTING APPLICATIONS WITH AET SUBMISSION LIST

The directions below outline the submission process for Empire (State) Degrees, Agriscience Fair, State Star Awards, American Degrees, National Chapter Award and Proficiency Awards.

1. Log into theaet.com and arrive at the Teacher Dashboard. From the Teacher Dashboard, select the yellow "Reports" section.

New York I	FFA Association, NY				Log Out
		Profile	Accounts	Tracker	Reports
Region Account Inbox Portfolio Scoreboard Explore SAE Classroom Resources Sign Off	Welcome to the Tea AET Advise Enrollment da You have no c	acher Dashboard or Alerts: ta in your Program Profile is incor urrent classes.	mplete,		
⊇ 2022-2023 SAEs: 1 Jrn Entries: 1 Jrn Hours: 2 Active Students: 1	Profile	Accounts	Tracker	Reports	
Student Help Teacher Help AET Classroom Ask AET a Question	Manage your AET settings, and manage information about you and your Program.	Set up new accounts, reset passwords, send messages, and organize your students. Access Student Account:	Manage your Program of Activities <u>Calendar</u> and your Program <u>Finances</u> . Also, maintain your Teacher <u>Journal</u> .	Retrieve summarized data about your Program activities.	

2. Under Reports & Submissions, select "Submission Lists & Feedback."



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3. Check that the selected school year is 2022-2023. Select Edit List to add the applications from your chapter for the selected award. Use the Browse feature in the top right to add applications. <u>Only applications that are MET with all required signatures will be available to be submitted.</u>

New Yo	rk FFA Association, NY				Log O
		1.1.1.			
		Profile	Accounts	Tracker	Reports
Region Account	[School Year: 2022-2023 ▼	Submission Li	Submission Lists 왿		to Deg/App Mgr
ortfolio	AET Star Award				
xplore SAE	List Name	Host	# Apps	Date Closes (CST)	Submission List
Classroom Resources Sign Off	NY 2023 Chapter Stars	New York FFA Association	0		Edit List
	NV 2023 Greenhand Stars	New York FEA Association	0		EditList
022-2023	NV 2022 State Stars	New York EEA Association	0		EditList
SAEs: 1		New TOTK TTA Association	0		Edit Elst
Jrn Hours: 2	AET State Degree				
Active Students: 1	List Name	Host	# Apps		Submission List
tudent Help	NY 2023 State Degree	New York FFA Association	0		Edit List
eacher Help ET Classroom					
Ask AET a Question	Agriscience Fair				
	List Name	Host	# Apps		Submission List
	NY 2023 Agriscience Fair	New York FFA Association	0		Edit List
	American Degree				
	List Name	Host	# Apps		Submission List
	NY 2023 American Degree Candidates	New York FFA Association	0		Edit List
	NY 2023 American Star	New York FFA Association	0		Edit List
	National Chapter Award				
	List Name	Host	# Apps		Submission List
	NY 2023 National Chapter Award	New York FFA Association	0		Edit List
	Proficiency Application				
	List Name	Host	# Apps		Submission List
	NY 2023 Proficiency	New York FFA Association	0		Edit List
	NY 2023 Research Proficiency	New York FEA Association	0		Edit List

Online Submission List Help Video can be found <u>HERE</u>.