



Student Guide to Setting Up your AET Account

1. Log into AET using your username and password.
Go to <https://theaet.com> and select log in.

Student Login Information		
Our Chapter Number is:	My username is:	My password is:
_____	_____	_____

2. From the student dashboard, select the profile tab.

The screenshot shows the Student Dashboard interface. At the top, there is a navigation bar with four tabs: Profile, Journal, Finances, and Reports. Below the navigation bar, the text reads "Welcome to the Student Dashboard". There are two alert messages: "AET Advisor Alerts: You have active experiences with no financial transactions for the last 60 days." and "You have active experiences with no journal entries for the last 60 days." To the right, there are two icons: "Project/Experience Manager (SAE, WBL)" and "Meeting Manager (Read Only)". Below these are four main content cards: Profile (highlighted with a red box), Journal, Finances, and Reports. Each card has a title, an icon, and a brief description of its function.

3. Under the "About You" section, select "Profile, Contacts & Password"

The screenshot shows the AET Profile page. At the top, there is a profile icon and the text "AET Profile". Below this, there are three main sections: "About You", "Your Activities", and "Career Connector". The "About You" section is circled in red and contains five options: "Profile, Contacts & Password", "Ag. Class Schedule", "Career Goals, Transcripts & References", "Emergency Info & Permission Forms", and "Explore Your SAE Interests". The "Your Activities" section contains four options: "Project/Experience Manager (SAE, WBL)", "Enter your FFA offices", "Enter your FFA committee memberships", and "Test your knowledge and gain a passing score". The "Career Connector" section contains four options: "Choose your educational and career interests", "Explore your interest using 'My Next Move'", "Explore agricultural career opportunities and more!", and "AET access for Mentors and Parents/Guardians".



- Update all information and click the “Save” button. Your Basic Profile and Personal and Parental Contact Information should be 100% complete.

Account Information and Settings

New York FFA
Pronounced:

Program: New York FFA Association

Statewide Student ID:

Basic Profile Complete: 100% ⓘ

Personal and Parent Contact Info: 60%

Emergency Info and Permission Forms: [EDIT](#)

Scoreboard Privacy: Hide name in scoreboard? Yes No

Password: [Reset](#)

Profile Pic: [Upload](#)

- When all information is complete, return to the profile tab and select “Emergency Info & Permission Forms”

AET Profile

About You

- Profile, Contacts & Password
- Ag. Class Schedule
- Career Goals, Transcripts & References
- Emergency Info & Permission Forms**
- ESAE Explorer Explore Your SAE Interests

Your Activities

- Project/Experience Manager (SAE, WBL)
- Enter your FFA offices
- Enter your FFA committee memberships
- Test your knowledge and gain a passing score
- Browse Job Board

Career Connector

- Choose your educational and career interests
- o-net Explore your interest using "My Next Move"
- AG Explore agricultural career opportunities and more!
- AET access for Mentors and Parents/Guardians
- Survey of Education and Career Plans



6. Fill in ALL boxes on this page. When complete, select "Confirm & Go to Forms."

Profile | Journal | Finances | Reports

Emergency Contact Information

- Complete this page only if your Teacher requires this information from you.
- Please review and update your emergency contact information below. Update this screen anytime your information changes.
- This information is made available to your Teacher and to Region/State staff who facilitate events that you attend.
- Parent/guardian permission forms are available on the next page.

Student: Catherine Rowe (from Profile) Last Updated: 1/19/2023 7:58:26 AM CST

Phone Number:

Email:

Father / Parent / Guardian (from Profile) **Mother / Parent / Guardian** (from Profile)

Name: (first and last) Name: (first and last)

Phone Number: Phone Number:

Email: Email:

Emergency Contact Information **Doctor/Physician Information**

Person's Name: Doctor/Physician's Name:

Phone Number: Phone Number:

Relationship to Student: Insurance Co. and Policy #:

Medical/Dental Conditions **Allergies**

List any medical/dental conditions that a medical doctor/dentist should be made aware of: (if none, type "none")

List any allergies that a medical doctor/dentist should be made aware of, including food allergies: (if none, type "none")

Confirm & Go Back | **Confirm & Go to Forms**



7. Select "Request" for the 2023-2024 New York FFA Parent Approval Form.

The screenshot shows a navigation bar with 'Profile', 'Journal', 'Finances', and 'Reports'. Below it is a yellow box titled 'Release and Permission Forms' with instructions. A table lists the 'New York FFA 2022-23 Parent Approval Form' with a 'Request' button circled in red. A '<--- Go Back' button is also visible.

Form Name	Request	Signature
New York FFA 2022-23 Parent Approval Form	<input type="button" value="Request"/>	

<--- Go Back

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8. Scroll to the bottom of the page and send request for approval from one parent/guardian.

THIS IS A WAIVER AND RELEASE OF LIABILITY. I HAVE READ THIS WAIVER, RELEASE OF LIABILITY AND CONSENT. I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT. I AM SIGNING THIS WAIVER, RELEASE OF LIABILITY AND CONSENT VOLUNTARILY. I UNDERSTAND THAT IF I MAKE CHANGES TO THE TERMS OF THIS WAIVER AND RELEASE OF LIABILITY, I WILL NOT BE ABLE TO PARTICIPATE IN THESE PROGRAMS.

The screenshot shows a '<--- Go Back' button and two buttons: 'Father/Guardian' and 'Mother/Guardian'. Below each button is an 'Email:' field. Red error messages are displayed below the email fields: 'Father/Guardian email address is not valid.' and 'Mother/Guardian email address is not valid.' The buttons and error messages are circled in red.

<--- Go Back

Click below to request approval from one of your parents/guardians.

Father/Guardian Email: Mother/Guardian Email:

Father/Guardian email address is not valid. Mother/Guardian email address is not valid.

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9. The Parent/Guardian will receive an email to electronically read and sign the waiver.