



Submitting FFA Roster through The AET

Step 1 – Log in as the teacher/advisor and choose the Accounts tab.

Welcome to the Teacher Dashboard

AET Advisor Alerts:
Enrollment data in your Program Profile is incomplete.
You have no current classes.

Accounts
Set up new accounts, reset passwords, send messages, and organize your students.
Access Student Account:

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Step 2 – Select Manage all accounts in the left-hand column. Ensure all students have an account. To add accounts, select Add Accounts in the florescent green box towards the top of the page.

AET Accounts

Your Student Accounts
Manage all accounts
Access one account:

Settings and Messaging
Organize students into groups
Local FFA Dues Payment Manager
Student Contact & Emergency Info
AET Message Center - send messages by SMS, email, or AET
FFA Roster Helper
8. FFA Roster Lookup - Search for membership numbers

Student Accounts
Active Status: Active, Inactive, Pending Transfers
Last Name Starts With:
Add Accounts: One / Multiple

Unique #	Name	Statewide Student ID	Username	Grade	Last Access
<input type="checkbox"/>	3907282 FFA, New York		nyffa2023	12	never
<input type="checkbox"/>	1049947 Hanagriff, Roger		RHanagriff		12/03/2015
<input type="checkbox"/>	1051393 Lighthall, Shaj		SLighthall	15	never
<input type="checkbox"/>	1051394 Lighthall, Todd		TLighthall		never
<input type="checkbox"/>	3928617 O'Hara, Selby		nyflehara	12	never
<input type="checkbox"/>	1813989 Rowe, Catherine		CRowe	15	12/20/2017
<input type="checkbox"/>	1051410 Waite, Robin		RWaite		never

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Step 3 – Enter students first and last name into the template. First and last name are the only REQUIRED components. The students can complete all other necessary information when they log in. Select the “Save & Continue” button to create AET accounts for all new students.

Step 4 – A username will be automatically generated. Have students log in and complete their profile using the generated username as their username and password. Usernames can be found in Manage all Accounts.

Region Account
Inbox
Portfolio
Scoreboard
Explore SAE
Classroom Resources
Sign Off

2023-2024
Cal. Activities: 7
Student Help
Teacher Help
AET Classroom
Ask AET a Question

Student Accounts

Active Status:
 Active
 Inactive
 Practice AET
 Pending Transfers

Last Name Starts With:

Student Finder: All Students
 Grade Levels
 FFA Membership
 Custom Groups

Add Accounts: One / Multiple
Automatic Operations: Reset All Student Passwords / National Roster Utilities
Multi-row Operations: Use the checkboxes to select one or more students.

Unique #	Name	Statewide Student ID	Username	Grade	Last Access
<input type="checkbox"/> 3907262	FFA, New York		nyffa2023	1	never
<input type="checkbox"/> 1049947	Hanagriff, Roger		RHanagriff	1	12/03/2015
<input type="checkbox"/> 1051393	Lighthall, Shari		SLighthall	1	never
<input type="checkbox"/> 1051394	Lighthall, Todd		TLighthall	1	never
<input type="checkbox"/> 3928817	O'Hare, Kelsey		nyffakohare	1	never
<input type="checkbox"/> 1813989	Rowe, Catherine		CRowe	1	12/20/2017
<input type="checkbox"/> 1051410	Waite, Robin		RWaite	1	never

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A checklist is available [HERE](#) to guide students through the process of completing their profile.

Step 5 – Monitor student progress, update their information, and submit them for membership by going the FFA Roster Helper. Check the status of their waiver by selecting Student Contact & Emergency Info.

Profile

AET Accounts

Your Student Accounts

- Manage all accounts
- Access one account:
- Summary of all Students' Progress and Awards
- Add/Manage Student Project Groups

Settings and Messaging

- Organize students into groups
- Local FFA Dues Payment Manager
- Student Contact & Emergency Info
- AET Message Center - send messages by SMS, email, or AET
- FFA Roster Helper
- 8. FFA Roster Lookup - Search for membership numbers



Once students' profiles are complete, and the boxes next to their name are green, select an option to send to FFA.org (see below). It can take up to 1 hour for memberships to process and an FFA ID number to appear in the FFA ID column. Check back the next day, to ensure FFA ID numbers appear and membership has been processed.

A video guide is located at <http://video.theaet.com/watch/qXrFMLJgwsnSj4ZRDaf23r>

AET New York FFA Association, NY Log Out

Profile Accounts

FFA Roster Submission Helper
National Roster Query

- A renewing student's first and last name must match the Official Roster; otherwise, the student may get a new FFA ID.
- National required data includes: •First/Last Name •Address/City/State/Zip •Grade •High School Graduation Year/Graduation Month (month for seniors only).
- New York required data includes: •Gender ('no answer' is acceptable) •Ethnicity ('no answer' is acceptable) •Race ('no answer' is acceptable)
- We recommend that students maintain their own profile information. However, you can click any student below to edit.
- After sending, wait 15-30 minutes, and then go to "Manage Roster" in FFA.org to "Submit State".
- This screen provides current information about assigned FFAIDs and submission status.

Send ALL to FFA.org Send MEMBERS to FFA.org Send CHECKMARKED to FFA.org Get Excel Data

Status -- Sent to FFA: 0 | Done: 0 | Pending: 0 | Not Sent: 7

Name	FFA ID	Address	Grade	Required by FFA	Classes	SAE?	Status	FFA Member Type	Invitation Code
<input type="checkbox"/> FFA, New York	New	100%	12	100%	0	Yes	Not Sent	1-year Member	
Hanagriff, Roger	New	0%		50%	0	No	Not Sent	Do Not Send	
<input type="checkbox"/> Lighthall, Shari	New	100%	15	100%	0	No	Not Sent	1-year Member	
Lighthall, Todd	New	0%		50%	0	No	Not Sent	Do Not Send	
O'Hare, Kelsey	New	0%	12	71%	0	No	Not Sent	Do Not Send	
Rowe, Catherine	New	100%	15		0	Yes	Not Sent	Do Not Send	
Waite, Robin	New	0%			0	No	Not Sent	Do Not Send	

Click here to manually enter missing student data. This must be 100% and green for student to be eligible for FFA membership.

