

Submitting FFA Roster through The AET

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

RET New York	FFA Association, NY				Log Out		
	1.1.1.5/			Profile	Accounts	Tracker	Reports
Region Account Inbox Portfolio Scoreboard Explore SAE Classroom Resources Sign Off 2023-2024 Cal. Activities: 7 Student Help Teacher Help Teacher Help AET Classroom Ask AET a Question	Welcome to the Tea AET Advisor Troilment data You have no cut Profile Wanage your AET settings, and manage information about you and your Program.	cher Dashboard	mplete. Tracker Wanage your Program of Activities Calendar and your Program <u>Finances</u> . Also, maintain your Teacher <u>Journal</u> .	Reports Line Retrieve summarized data about your Program activities.	n		

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.

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ET Accounts			Basico Account			Student Acc	ounts	Profi	le Ac
Your Student Accounts 🝛	Settings and Messaging		Mbax Portsilo Scorebuard Explore SAE Classroom Resources	Active OAct Ina Pra	Status: Jve ctive actice AET	Last Name Starts With:	Sintered Sin C All Students Sin Grade Levels Sin FFA Membership	Finder	
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	num	nbers			1049947	Hanagriff. Roger	RHanagriff		12/03/2015
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					1813989	Rowe. Catherine	CRowe	15	12/20/2017
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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.

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A checklist is available <u>HERE</u> 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.



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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 <u>http://video.theaet.com/watch/qXrFMLJgwsnSj4ZRDaF23r</u>

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green for student to be eligible for FFA

membership.