**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Step 1: Log In to The AET**

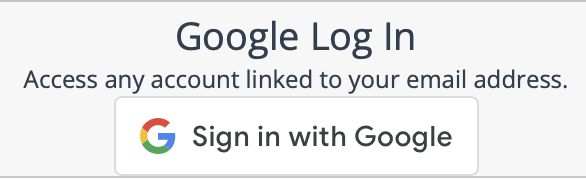
Go to <http://www.theaet.com>, and log in by choosing:

**Information needed is**:

* + **Chapter Number:** A two-digit state abbreviation “+” FFA Chapter number.  *Example, TX0765*
  + **Username:** Typically first initial and last name, but your teacher will provide. *Example, VKirby, (Vanessa Kirby)*
  + **Password:** At first, this is the same as your username. A custom password can be created in the Student profile.

|  |  |  |
| --- | --- | --- |
| **Student Login Information** | | |
| Our Chapter Number is: | My username is: | My password is: |

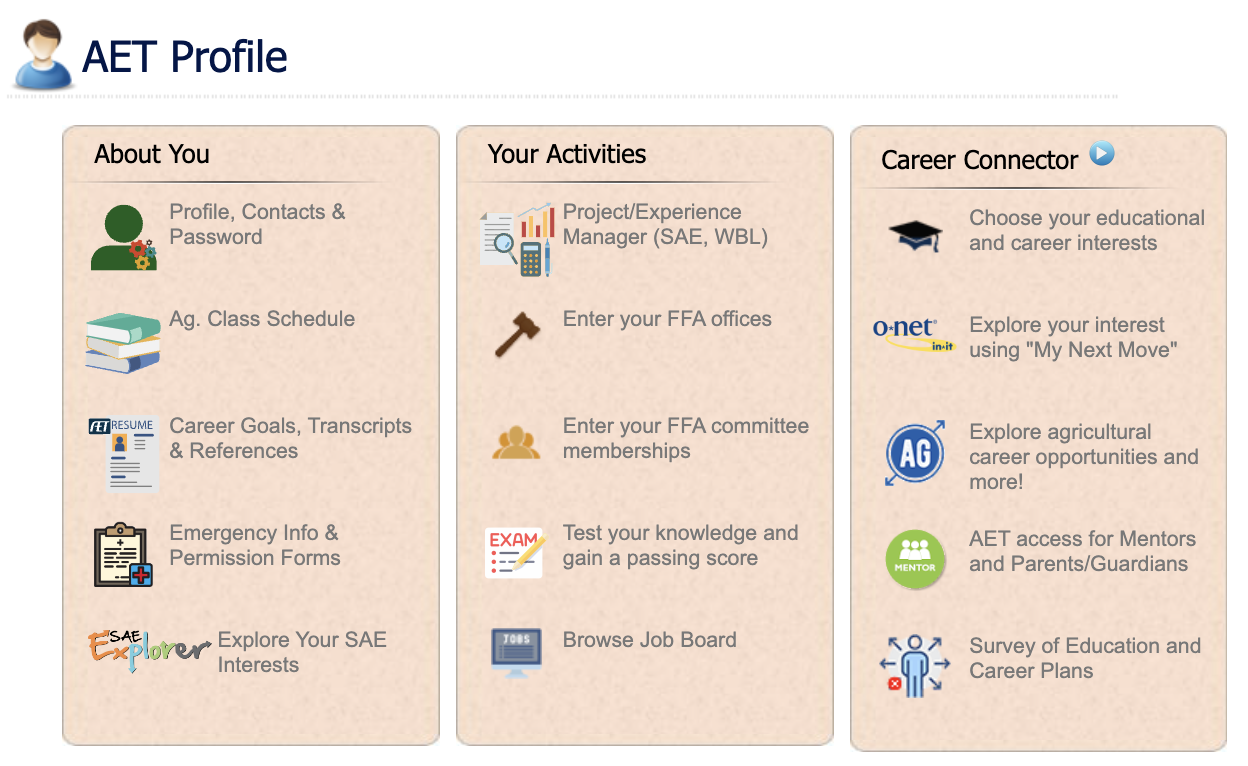
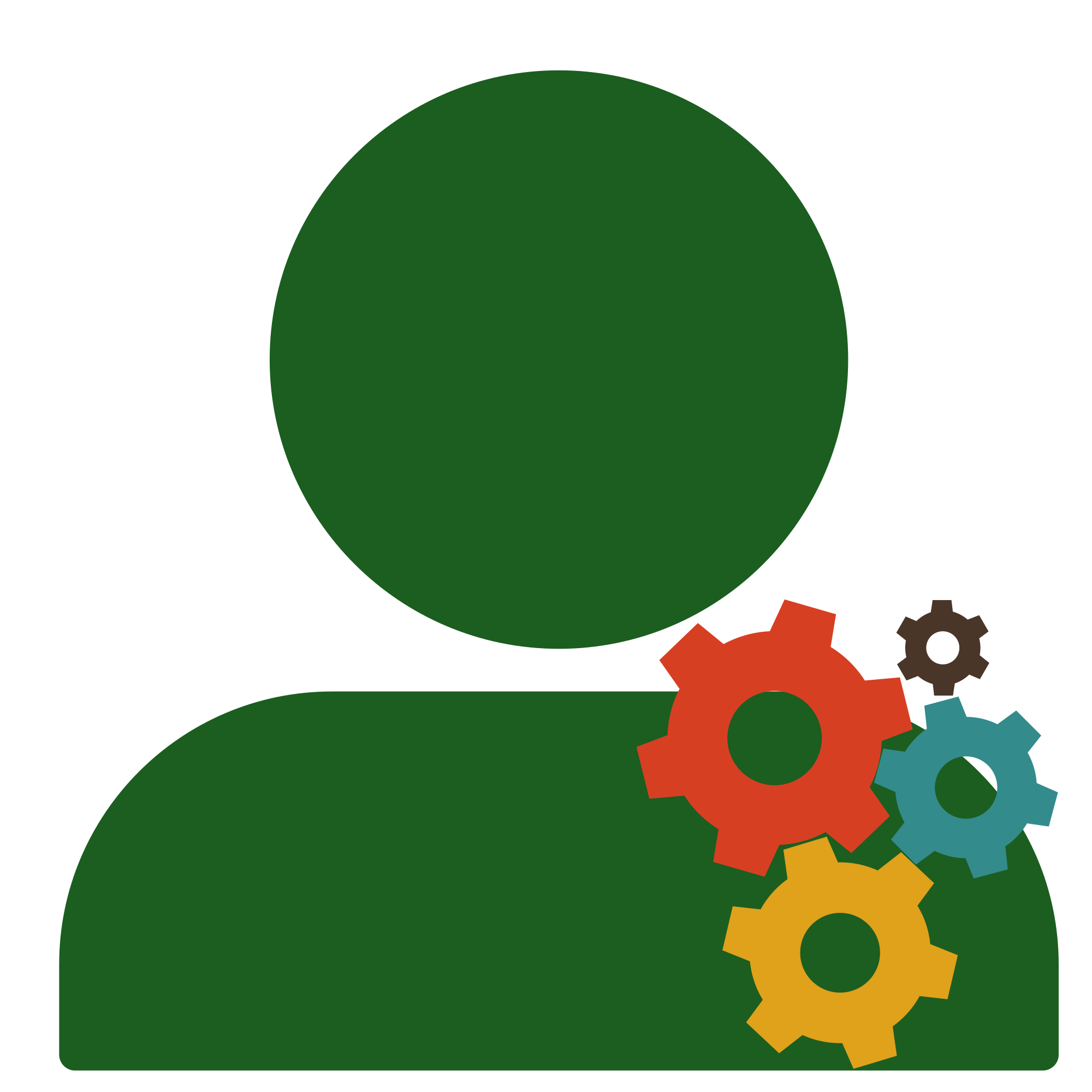
**NOTE: If your teacher has input your Google School Email when creating your account, you will be prompted to login with your Google School Account**

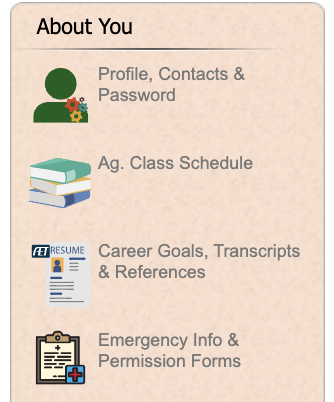
**a. On the AET Homepage, click "Sign in with Google"** 

**Step 2: CHOOSE PROFILE:** Complete

**About You**, **Your Activities** & **Your Interest** -*Check off these important steps as you complete each one (a,b,c…)!*

**ABOUT YOU SECTION:**

***\_\_* a. Manage/Edit your personal profile & password – this is an important step to complete all sections.



Enter your complete address (choose “Click Here” to manually enter if it does not populate the dropdown

Complete contact information & verify your email address.

Your goal is 100% complete, so do all required sections

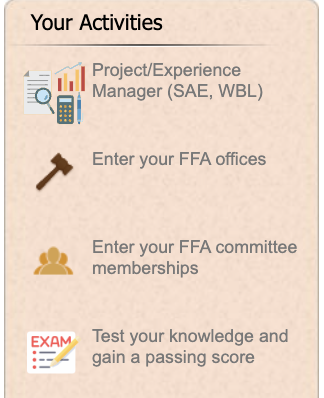
Complete all sections and hit Save as you go

\**once complete choose PROFILE and continue to the next section*

\_\_ b. Record your class schedule - through choosing “add a class” and is essential to keep records! If your class is not listed, be sure to ask your teacher to setup their courses

\_\_ c. Career Goals, Transcripts & Referenences – The resume builds from record book information, but be sure to list (1) accomplishments or certifications, (2) career objective and (3) references, (4) Upload your transcript (if applicable)

\_\_ c. Emergency Info & Permission Forms – Profile Information will flow into this page and you can enter your emergency contact information. You will also add your medical/dental conditions and allergies. Choose  and you can send an eletronic waiver for your parent/guardian to sign via email!

******YOUR ACTIVITIES SECTION:**

\_\_ d. Experience Manager (SAE/WBL) – This is where SAEs (project learning) are developed; *see “Selecting an SAE/WBL and Creating the Experience” Guide for details.*

\_\_ e. Enter your Leadership roles – List your leaderships

\_\_ f. Enter your committee memberships – List leadership committee involvement and work on your chapters strategic plan

\_\_ g. Test your Knowledge & Gain Passing Score – Find all exams on AET here, Parli Pro, Tractor Safety, and exams added by your teacher(s)!

**** **YOUR INTEREST SECTION:**

\_\_ h. Choose your educational & career interest – Select careers that interest you and rank them on the right side.

Logo

Description automatically generated\_\_ i. Explore Careers using O-Net – explore your career interest and learn more about educational needs, personality traits, salaries, and job demand.

\_\_ j. Explore Ag Careers using Ag Explorer – explore your Ag Career Interest on a website managed by FFA.org.

\_\_ k. Access for Mentors and Parent/Guardians – you can add a person that is mentoring or reviewing your records. This allows them a “read only” access to your record book.

\_\_ l. Survey of Education and Career Plans – finish this six-question survey reviewing your post-secondary interest and plans

**Each of these maybe grades, so be complete and share your results with your teacher**

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**What is next?**

1. Learn more about SAEs through [www.exploresae.com](http://www.exploresae.com) and choose the SAE that is right for you and your educational/career interest
2. Learn more about your SAE project setup and records in student help (part of your AET system)
3. Track your time experiences in the JOURNAL and any monetary investment in the FINANCES section.

***You are Ready for Records!***