

# Managing Student Accounts

**Purpose:** This guide covers how to manage existing AET student accounts (active or inactive), password reset, and importing students into The AET from your FFA Roster.

## Step 1: Access All Student Accounts

Click "ACCOUNTS," then the "Account Manager" screen.

## Step 2: Review Student Account Status (Neon Green Header Box)

Reset passwords, Update student grade level, Mark inactive, Transfer, Print ID cards

- These tools become active by clicking the checkbox by a student(s) names.

### A. Sort Students by Grade Level:

Students can be sorted by clicking column headings. In the example below, students are sorted by **Grade**. Notice two students lack grade (graduation year) profile data.

Unique #	Name	Username	Grade	Last Access
<input type="checkbox"/> 4526016	Ewell, Clay	clay		never
<input checked="" type="checkbox"/> 4044017	Samson, Tracy	TSampson		never
<input type="checkbox"/> 4504938	Daily, Taylor	TDaily	10	never
<input type="checkbox"/> 1607095	Densminger, Talyn	TLDendinger	10	never
<input type="checkbox"/> 4511507	Smith, Summer	Smith	10	never
<input type="checkbox"/> 4424098	Eddy, Tee	Tee24	11	01/31/2024
<input type="checkbox"/> 4539740	Sota, Minnie	MNSAE	11	never
<input type="checkbox"/> 4411011	Kirby, Vanessa	VKirby2	14	never
<input type="checkbox"/> 916144	Beneger, Stacy	Tdendinger	15	never

1. EDIT STUDENT GRADE: Grade can be updated by the student in the PROFILE section. **Or**, you can check the box by each student and assign grade from the dropdown ASSIGN GRADE, then select Grade Level.

### B. Group Students and Change Active/Inactive Status:

Students marked with grade 13 or higher have likely graduated and can be grouped by clicking the "Grade" header. **NOTE:** Any graduates that are pursuing degrees should remain "ACTIVE"

<input type="checkbox"/> 4424098	Eddy, Tee	Tee24	11	01/31/2024
<input checked="" type="checkbox"/> 4539740	Sota, Minnie	MNSAE	11	never
<input checked="" type="checkbox"/> 4526016	Ewell, Clay	clay	13	never
<input checked="" type="checkbox"/> 4411011	Kirby, Vanessa	VKirby2	14	never
<input checked="" type="checkbox"/> 916144	Beneger, Stacy	Tdendinger	15	never
<input checked="" type="checkbox"/> 2362887	Smith, Allie	ASmith	15	never

1. MARK STUDENTS INACTIVE: Check boxes by the students you wish to mark INACTIVE, then click MARK INACTIVE from the (Neon Green Header Box) above the Roster  
 \*\*Students marked "Inactive" remain as part of reporting, but are removed from listings of potential FFA members or managing accounts.

2. REACTIVATE INACTIVE STUDENTS: Student accounts marked "Inactive" can be made active by selecting appropriate rows using the check box, then MARK ACTIVE from the (Neon Header Box).

**Student Accounts**

Active Status:  
 Active  
 Inactive  
 Practice AET  
 Pending Transfers  
 Pending Outgoing: 10

Last Name Starts With:

Student Finder:

- All Students
- Grade Levels
- FFA Membership
- Custom Groups

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Add Accounts: [One](#) / [Multiple](#)

Automatic Operations: [Reset All Student Passwords](#) / [National Roster Utilities](#)

Multi-row Operations: [Mark Active](#)

<input type="checkbox"/>	Unique #	Name	Statewide Student ID	Username	Grade	Last Access
<input checked="" type="checkbox"/>	1355750	<u>09 Bush, Evan J</u>		E09Bush		never
<input type="checkbox"/>	1399987	10SouthernCA, Johnny		J10SouthernCA	15	09/28/2016
<input checked="" type="checkbox"/>	3306247	<u>10WY, Example</u>		E10WY	11	09/16/2021
<input type="checkbox"/>	1399988	11SouthernCA, Johnny		J11SouthernCA	15	09/28/2016

Students will then be displayed in the Active Student Accounts view.

**NOTE:** Adding new student accounts is covered in the *Teacher Getting Started guide*.

### C. PRINT STUDENT AET ID CARDS

Students profiles with a head and shoulder photo, AET ID Cards can be generated for verification of Photo ID Chapter ID, FFA Member ID and a bar code for scanning at events.

1. Click top check box to select all students (or applicable students), then select PRINT ID CARDS from the **(Neon Green Header Box)**

### D. RESET STUDENT PASSWORD

To reset a student password, click the checkbox of the student, then choose RESET PASSWORD from the **(Neon Green Header Box)**. This returns to the default VKirby format. If using Google authentication, this is not applicable.

**E. TRANSFER STUDENTS** (ALL teachers & CA must NOTIFY state staff for FFA membership transfer)  
 Teachers can transfer students to new schools. Select student, click transfer and choose school.

### Step 3: Edit Student Account Information

Adjust student account details and reset student password.

- Select a single account by left clicking on the student's name (underlined in green).

Unique #	Name	Username	Grade	Last Access
348233	<u>Abate, Garrett</u>	gabate	11	09/22/2014
520780	<u>Abbott, Adam</u>	aabbott	10	10/02/2014

This allows you as the teacher to:

- ✓ Edit the student's first or last name (perhaps to align with FFA information)
- ✓ Edit graduation year, contact information/email and/or username
- ✓ Reset password

### Using National Roster Utilities to Manage Student Accounts

Click the "National Roster Utilities" link found in the **(neon green header box)** of the Account Manager screen.

Add Accounts: [One](#) / [Multiple](#)

Automatic Operations: [Reset Student Passwords](#) / [Texas Roster Utilities](#) / [National Roster Utilities](#)

# Managing Student Accounts

## Step 4: Review AET and FFA Roster Account Clean Up

Using the Account Clean Up will assist the teacher in identifying potential discrepancies in both the AET and FFA.Org Rosters and correct errors before pushing membership.

1. ROSTER PROBLEMS Tab: lists any duplicated students in your National FFA Roster. In the graphic below, there are two accounts with the same name.

First Name	Last Name
Rebecca	Nelson

2. AET PROBLEMS Tab: identifies duplicated student accounts in your AET chapter account. USE the AET Account with the lowest AET account # as it is the oldest account in existence.

3. MATCHING RECORDS Tab: displays students who have an AET account that matches with National FFA Roster records. Student roster number (FFAID) is shown in the "Roster #" column.

Roster #	AET #	First Name	Last Name	Roster Yr	AET Yr
601106086	686794	Saylor	Abbas	10	2018
601106126	689659	Madison	Adams	10	2018
601106087	686795	Hannah	Allen	10	2018

4. ADD TO AET Tab: displays students who exist in National FFA Roster but do not have an AET student account. To create a new AET account, click the "Add" link next to the student or click the "Add ALL to AET" button. Accounts will appear in the ACTIVE AET Roster.

Roster #	First Name	Last Name	Roster Yr	
601106137	Neil Haven	Lorenzo	10	<a href="#">Add</a>
600831819	Emily	Manthei	11	<a href="#">Add</a>

5. REMOVE FROM AET Tab: allows you to archive AET accounts as INACTIVE for students who are no longer enrolled in agriculture education. "Click MAKE INACTIVE"

AET #	First Name	Last Name	Grade	Last Login	
4504938	Taylor	Daily	10		<a href="#">Make Inactive</a>
4046166	Rob	Davis	14	6/27/2023	<a href="#">Make Inactive</a>
4424098	Tee	Eddy	11	1/31/2024	<a href="#">Make Inactive</a>
4526016	Clay	Ewell	13		<a href="#">Make Inactive</a>