

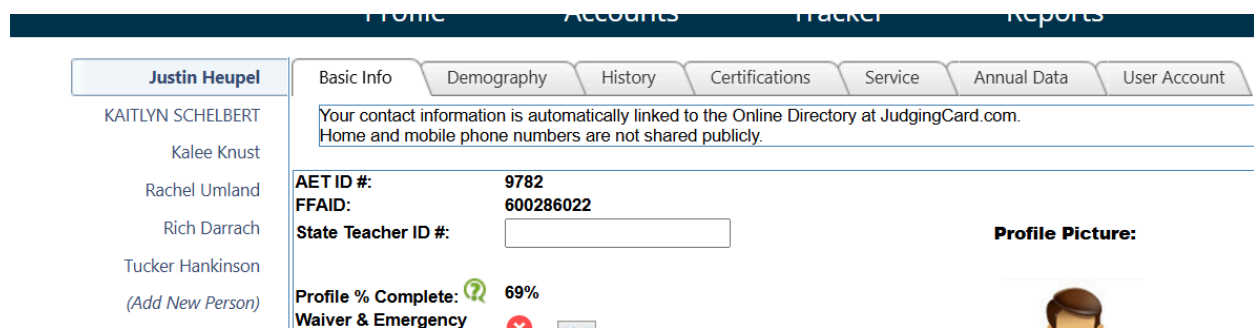
AET Learn Guide: Managing Teacher Accounts

Purpose of this Guide

This guide provides state staff with clear instructions for adding, transferring, deactivating, and syncing teacher accounts in **AET**. Proper account management ensures seamless integration with **FFA.org**, allowing roster submissions and award applications to process without issue.

Options to Add a Teacher Account

In any chapter AET account under “profile” find the option to “maintain your list of teachers and their contact information”. Click this. All active teachers will populate on the left. At the bottom on the left is the option to add a new teacher.



A. Added by a Co-Teacher

- Teachers already in a local program can add new co-teachers directly in AET.

B. Added by State Staff

1. Add a New Teacher

- From your main **state AET page**, locate the school/program.
- Select **“Teachers”** → **“Add Teacher.”**
- Enter the new teacher’s **first name, last name, and school email**.
- Optional - If the new teacher was previously in FFA, state staff can search for them as a former student in AET and find their FFA ID number
- If FFA ID can be located, copy and paste this into the “add to [FFA.org](https://www.ffa.org)” section



- If FFA ID cannot be located or never existed, simply click the “add to [FFA.org](https://www.ffa.org)” button and a new FFA ID will be assigned from National FFA and the teacher will be assigned to their chapter in [FFA.org](https://www.ffa.org).
 - It is very important that the teacher’s current school email is listed in AET before syncing with FFA.org

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2. Transfer an Existing Teacher

- From the **state AET page**, find the teacher in their previous program.
- Copy their FFA ID number

Program
Bradford Middle FFA (FL)

FFAID
600038868

First Name
Bobbie

- Click the "remove from FFA.org" button to remove them in FFA.org as the advisor at their previous chapter

Remove FFA.org Role

- Transfer them to the new program within the state using the transfer dropdown menu at the bottom of the page

Transfer this Teacher:

Transfer

- Update the transferred teacher's email to their new school email address
- Paste the previously copied FFA ID number in the "add to FFA.org" section and click "add to FFA.org". This immediately assigns the chapter advisor role to the transferred teacher in FFA.org and updates their chapter in AET. Using the transferred teacher's new school email is vital.

Existing FFAID (optional)

Add to FFA.org

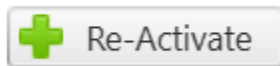
No matter how a teacher is added, be sure to click on "user account" of the new teacher and then "send email" to have AET send an automated email inviting the new teacher to set a password and set up their new AET account.

Justin Heupel	Basic Info	Demography	History	Certifications	Service	Annual Data	User Account
KAITLYN SCHELBERT	You can sign-in to AET and JudgingCard with your email address. Use this screen to set or reset your password for this login method.						
Kalee Knust	No password is currently set.						
Rachel Umland	Email Address (Username):		knustk@sd5.k12.mt.us				
Rich Darrach	Set or Reset Password by Email						
Tucker Hankinson	Send Email						
(Add New Person)							

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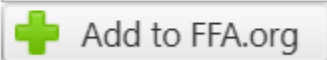
Reactivate an Inactivated Teacher

- If a teacher returns to the profession:
 1. Go to the **inactive teacher list**.
 2. Find the teacher and click the "reactivate" button.

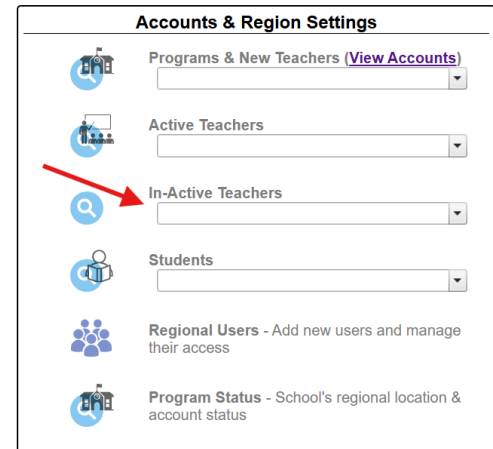


3. If they have a FFA ID from their previously inactive status, copy this and then past in the "add to FFA.org" button.

Existing FFAID (optional)



4. If no FFA ID exists, simply click the "add to FFA.org" to connect them as an advisor at their chapter.



Deactivate Teachers

- When a teacher leaves a program:
 1. Select the teacher in the program's teacher list.
 2. Click "remove from FFA.org" to remove them as an advisor in the FFA system



3. Use the **inactivate dropdown** to choose a reason (e.g., retired, left teaching, moved states). Click "inactivate".

Inactivate this teacher:

1)

2) Inactivate

4. Keep this list updated to ensure accurate records.

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Verify Proper Account Setup

- A teacher account is **properly set up** if:
 - Their profile includes a **linked FFA ID number**.
 - A synced FFA ID ensures full access between **AET** and **FFA.org**, including:
 - Roster submission
 - Award application processing

Program	BAINVILLE (MT)
FFAID	552340212
First Name	Kellan

Use Reports to Check for Mismatches

1. From your **state AET page**, go to:
 - **Reports** → **FFA and AET Teacher Accounts** (last report on the page).

4. Chapter / Teacher Reports:

[Chapter Productivity Tracker](#) - Review Chapters' POA and SAE activity.

[Teacher Journal Summary](#) - Summarizes Teacher Journal entries to support extended contracts and summer reporting.

AST Directory Report - Chapters and Teachers [PDF by Chapter with profile pics](#)

NEW! Other Chapter Contacts - [View and Manage](#) or [Export to Excel](#)

NEW! Student Officer Contacts - [View and Manage](#) student officers

[FFA and AET Teacher Accounts](#) - Compare and export teacher accounts in AET vs FFA, along with missing accounts on each side.

2. Review the three report tabs:
 - **Tab 1:** Teachers with advisor access in **FFA.org** but **not matched** in AET.
 - **Tab 2:** Teachers matched in AET but **not showing** in FFA.org.
 - **Tab 3:** Teachers fully synced between both systems.

In FFA; No AET	In AET; No FFA	Matching in AET and FFA
Export to Excel		

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Resolve Account Mismatches

Common Mismatch Causes

- Different email addresses (school vs. personal).
- Full name vs. nickname (e.g., *Patrick* vs. *Pat*).
- Maiden vs. married last names.
- Inconsistent hyphenated last names.

How to Fix Names/Emails

- **In FFA.org:**
 1. Contact the teacher and have them edit their **personal profile** in FFA.org.
- **In AET:**
 1. From the **state AET page**, search for the program.
 2. Select **Teachers** → **Edit**.
 3. Update the teacher's first name, last name, or email as needed.

Program	Password Reset	Teachers	Students	School Contacts
Chapter Number 24	JudgingCard/AET Username MT0024	Chapter Name BEAVERHEAD		
School Name Beaverhead Co. High School	Status A	Primary Region Designation 7	Secondary Region Designat 	
Address Line 1 104 North Pacific Street		Ag Dept Phone 406-925-5136 ext 21		

⚡ **Note:** AET and FFA.org sync automatically every **24 hours**. Once corrections are made, mismatches will clear by the next day.

✓ Quick Reference Checklist

- Add or transfer new teachers into the correct program.
- Reactivate teachers returning to the profession.
- Deactivate teachers who have left, selecting a reason.
- Verify all active teachers have a synced **FFA ID**.
- Run the **FFA and AET Teacher Accounts report** regularly.
- Resolve mismatches by correcting names/emails in AET or having teachers update their FFA.org profile.