

# North Carolina FFA Association

## AET Waiver Instructions



Students must complete the required waiver through their AET account. Waivers will only need to be completed once per school year.

Once they log in, they should go to their student dashboard. From there, click on the "Profile" block.


A screenshot of the AET Student Dashboard. At the top, there are four tabs: Profile, Journal, Finances, and Reports. Below the tabs, the main content area is titled "Welcome to the Student Dashboard". On the left, there is a sidebar menu with options like "Chapter Account", "Inbox", "Calendar", "Portfolio", "Scoreboard", and "Sign Off". Below the menu, there are financial status indicators: "Cash/Checking: \$0", "Current/Projects: \$0", "Non-Current: \$0", and "Liabilities: \$0". Below that, there are links for "Student Help", "Teacher Help", "AET Classroom", and "Ask AET a Question". In the center, there is an "AET Advisor Alerts" section with a red arrow pointing to a message: "You have active experiences with no journal entries for the last 60 days." To the right of the alerts, there are two icons: "Project/Experience Manager (SAE)" and "Meeting Manager (Read Only)". Below these, there are four main blocks: "Profile" (with a person icon), "Journal" (with a pencil icon), "Finances" (with a dollar sign icon), and "Reports" (with a bar chart icon). Each block has a brief description of its function.

Once the "Profile" page is open, click on the "Manage/Edit your personal profile and password" link in the "About You" block.

### AET Profile

A screenshot of the AET Profile page. The page is divided into three main sections: "About You", "Your Activities", and "Career Connector". The "About You" section has four items: "Manage/Edit your personal profile and password" (with a gear icon and a red arrow pointing to it), "Record your class schedule" (with a calendar icon), "Manage your Resume information" (with a resume icon), and "Test your knowledge and gain a passing score" (with a document icon). The "Your Activities" section has four items: "Project/Experience Manager (SAE, WBL)" (with a person and gear icon), "Enter your FFA offices" (with a hammer icon), "Enter your FFA committee memberships" (with a group of people icon), and "JudgingCard event results" (with a person and award icon). The "Career Connector" section has four items: "Choose your educational and career interests" (with a graduation cap icon), "Explore your interest using 'My Next Move'" (with the o-net logo), "AET access for Mentors and Parents/Guardians" (with a person and gear icon), and "Survey of Education and Career Plans" (with a person and gear icon). Below these sections, there is a "Partners and Links" section with three items: "THE SCANMAN JudgingCard.com" (with a cartoon character icon), "National FFA Organization (signed-in)" (with the FFA logo), and "Tallo" (with a target icon and the text "Share your experiences with colleges, view scholarships &amp; more!").

In the "Account Information and Settings," students should have completed their personal information so that both percentages are at 100%. To complete the waiver, click "Edit" beside "Emergency Info and Permission Forms."

**Basic Profile Complete: 100%** 

**Personal and Parent Contact Info: 40%**

**Emergency Info and Permission Forms:**

**Password:**

If they have already entered information in The AET, it will automatically transfer to their Emergency Contact Information. After updating that information, students should select "Confirm & Go to Forms" at the bottom of the page.

Students will select "Request" beside "2021-2022 North Carolina FFA Liability Waiver."

Form Name	Request	Signature
2021-2022 North Carolina FFA Liability Waiver	<input type="button" value="Request"/>	

The email addresses used in the Emergency Contact Information will automatically be entered. Students will request signatures and parents/guardians will receive a copy of the waiver with an electronic signature approval.

## I HAVE READ THIS AGREEMENT, I UNDERSTAND IT AND I AGREE TO BE BOUND B

*Click below to request approval from one of your parents/guardians.*

Email:

Email:

Advisors: You can view all student emergency contact information and permission form status on the Chapter Account. Once logged in, click "Accounts," then "Student Contact & Emergency Info" in the "Settings and Messaging" block.