

North Carolina FFA Association

American Star Application Instructions



Students can access the American Star application through their AET account.

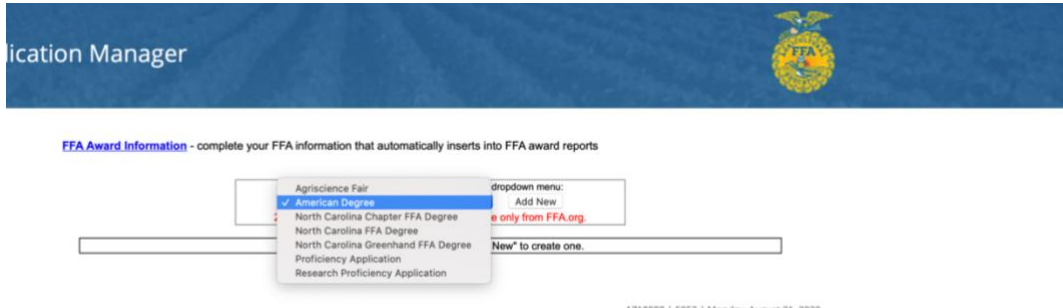
Once they log in, they should go to their student dashboard. From there, click on the "Reports" block.

A screenshot of the Student Dashboard interface. At the top, there is a navigation bar with tabs for Profile, Journal, Finances, and Reports. Below the navigation bar, the main content area is titled "Welcome to the Student Dashboard". On the left side, there is a sidebar menu with links for 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. The main content area features four large colored boxes: Profile (orange), Journal (blue), Finances (green), and Reports (yellow). The Reports box is highlighted with a red arrow pointing to it from a notification box on the right. The notification box contains two items: "Project/Experience Manager (SAE)" and "Meeting Manager (Read Only)".

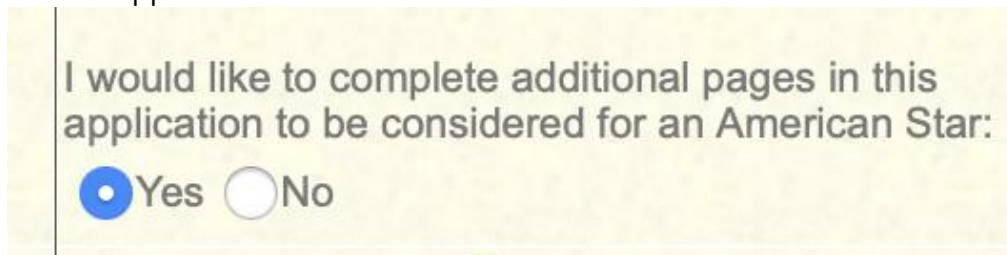
Once the "AET Reports" page is open, click on the "Degree/Application Manager" link in the "Annual Reports & FFA Apps" block.

A screenshot of the AET Reports page. At the top, there is a navigation bar with tabs for Profile, Journal, Finances, and Reports. Below the navigation bar, the main content area is titled "AET Reports". On the left side, there is a sidebar menu with links for 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. The main content area features three large colored boxes: Journal & Resume Reports (blue), SAE & Profit Reports (green), and Annual Reports & FFA Apps (yellow). The Annual Reports & FFA Apps box is highlighted with a red arrow pointing to the "Degree/Application Manager" link. The Annual Reports & FFA Apps box contains several links: Degree/Application Manager, Complete Recordbook Report, Overall Profit/Loss by Year (PDF), Balance Sheet by Year (PDF), and Report of Capital Items (HTML).

When the Degree/Application Manager page opens, there is a drop-down menu of new applications. Select "American Degree" from the drop-down menu and click "Add New."



On the "Cover Page" of the application, students must select "Yes" under "I would like to complete additional pages in this application to be considered for an American Star."



Now the student can begin inputting their information. If they have already entered SAE information in The AET, it will automatically transfer to their application.

There are electronic signatures for this application. Please be sure to input the correct email addresses to ensure signatures are collected.

The screenshot shows the 'Application Manager' header with the FFA logo. Below it is the 'ELECTRONIC SIGNATURES' section. It contains three main parts: 1. 'Special Notes before you begin this page:' with a list of instructions. 2. 'STUDENT APPROVAL' section with instructions for the student and a form for the student's signature and date. 3. 'ADVISOR APPROVAL' section with instructions for the advisor and a form for the advisor's signature and date. Both signature forms have a 'Submit Signature' button and a 'Status: Not Signed' indicator.

