

# North Carolina FFA Association

## Scholarship Application Instructions



Students can access the scholarship application through their AET account.

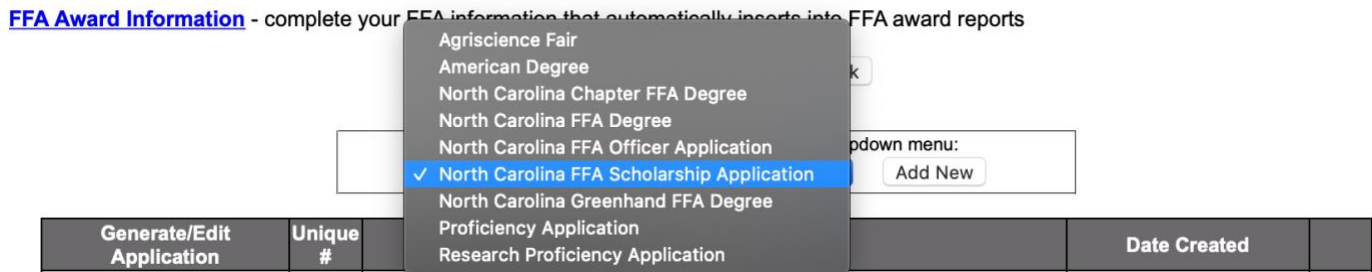
Once they log in, they should go to their student dashboard. From there, click on the "Reports" block.

The screenshot shows the "Student Dashboard" interface. At the top, there are navigation tabs for "Profile", "Journal", "Finances", and "Reports". Below the tabs, the dashboard is titled "Welcome to the Student Dashboard". On the left side, 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". 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. Above the "Reports" box, there is a notification box titled "AET Advisor Alerts" with the message "You have active experiences with no journal entries for the last 60 days." To the right of the "Reports" box, there is a dropdown menu with options: "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.

The screenshot shows the "AET Reports" page. At the top, there are navigation tabs for "Profile", "Journal", "Finances", and "Reports". Below the tabs, the page is titled "AET Reports". On the left side, 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". 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 "North Carolina FFA Scholarship Application" from the drop-down menu and click "Add New."



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

Students may select multiple scholarships on the "Choose Scholarship(s)" page. Students should review the scholarship description to determine which they are eligible for. Students do not need to complete a new application for each scholarship.

### SCHOLARSHIP SELECTION

#### Special Notes for this page:

- Choose the ONE OR MORE scholarships.
- Please review the qualification criteria to choose only scholarships you would be qualified to receive.

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

The image shows a screenshot of the "Degree/Application Manager" page. At the top right, there is a blue header with the FFA logo. Below the header, the "ELECTRONIC SIGNATURES" section is displayed. It contains a "Special Notes before you begin this page:" box with the following instructions:
 

- This signature screen is available only when the Checklist is fully met. Your Checklist is NOT MET.
- Students should complete all other pages of this application before obtaining electronic signatures.
- If this application undergoes significant changes after signing, the signatures should be re-obtained using this form by clicking "Revoke Signature".
- Please review this entire application, and electronically sign the appropriate section below.
- If a section is not available, your user account's Role does not grant access to that section. Your role is: Advisor

 Below the notes, there are two main sections: "STUDENT APPROVAL" and "ADVISOR APPROVAL". Each section has a "This section is to be completed by the STUDENT/ADVISOR." instruction and a list of requirements. At the bottom of each section, there are input fields for "Signature" and "Date signed", and a "Submit Signature" button. The status for both sections is "Status: Not Signed".

Advisors: Applications are submitted to the state on The AET. In the chapter account, click on the "Reports" tab, then "FFA Awards Degree/Application Manager" in the "Reports and Submissions" box. Under the Student Finder box, click the "State Submissions Lists and Feedback" button. Here you can add the applications for your chapter by searching the version number or browsing your applications.

**Applications must be submitted on the State Submission List.**



- Region Account
- Inbox
- Portfolio
- Scoreboard
- Explore SAE
- Classroom Resources
- Sign Off

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- Student Help
- Teacher Help
- AET Classroom
- Ask AET a Question

[View Instructions Video](#)

<b>Submission List (click a row to view):</b>		
		<a href="#">&lt;-- Back to Deg/App Mgr</a>
List Name	# Apps on List	Date Closes (CST)
NC 2020 National Chapter Award	1	7/31/2020 12:00:00 AM
NC 2020 Res. Proficiency for National	0	8/1/2020 12:00:00 AM
NC 2020 Proficiency for National	0	8/1/2020 12:00:00 AM
NC 2020 American Star	0	5/1/2020 11:59:00 PM
NC 2020 Agriscience Fair	0	6/1/2020 11:59:00 PM
NC 2020 State Degree Check	4	5/1/2020 11:59:00 PM
NC 2020 Research Proficiency Check	0	5/1/2020 11:59:00 PM

**Submission List for NC 2020 National Chapter Award**

**Add Applications by Version #:**  
(Scan barcode, key-in Version #, or browse to select applicants)

By Version #

**Select Apps:**  
[Browse](#)

Ver #	Student Name	Award	# Not Met	Chk In / Status / Award Notes	Options