



Using AET to Submit FFA Roster to AgCN

Purpose: This guide is to help teachers export AET student accounts directly into National FFA's AgCareer Network roster system. You may only export each student's record **ONCE!** **Please be VERY CAREFUL!**

Step 1 – Log in as the Teacher and Review your “Chapter Information” in the AET PROFILE. Be sure your program is correctly identified, “Yes” or “No” as either a “National FFA Affiliation Program.”

Step 2 – Add your new students to AET, and review your active student accounts in AET - in order to export the correct students into AgCN.

- a. Choose the Accounts Tab in the AET. Select “Manage accounts” , (Menu #1). Then:
 - 1. Review the students on each row, select one (or many by holding the “Control” key) and then “right click” to “Change Active Status” of “former” students and those not currently in your Ag Progam. Change their “graduating class” as needed. Carefully inspect the list to make sure that it includes all of your ACTIVE students. See the screen shot below:

Unique #	Name		Username	Grade
303044	Angelo, San		SAngelo	
172791	Brian, David		DBrian	
283398	Capital, Itemexample	Change to Freshman	Capital	13
2	Ewell, Clay	Change to Sophomore	CEwell	13
361599	Ewell, Clay	Change to Junior	cewell2	11
273729	Ewell, Frank	Change to Senior	fewell	
246588	Ewell, Russell	Change Active Status 	Russell	12
167294	Ewell2, Clay	Open AET	Clay2	

- 2. If you have not, you will need to Add your new students to the AET before adding them to your AgCN FFA Roster. New accounts are added from the same menu, but see the menu pictured below. Please refer to the “Teachers Getting Started Guide” under Teacher Help in the AET for more information on adding student accounts.



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

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

- 3. Save all your new accounts. Then carefully review your entire list of student accounts in the AET Account Manager to insure every active student in your program has an AET Account.

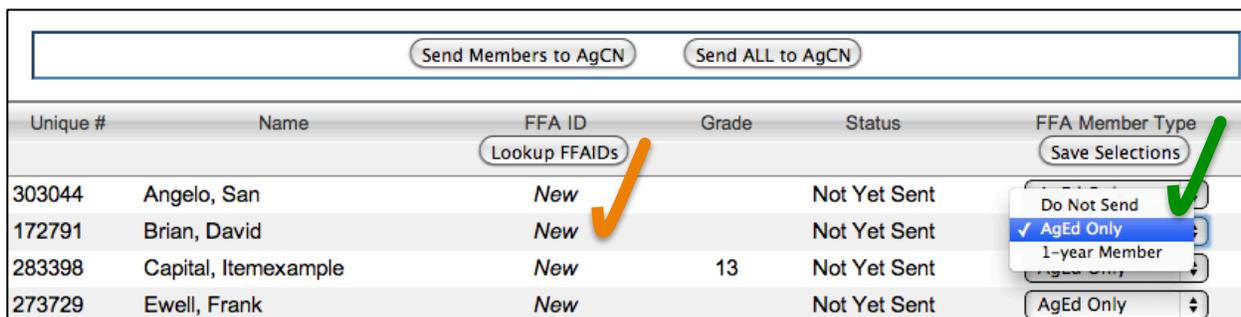
Step 3 –Assign all your students to log into the AET, and use the “Students Getting Started Day 1 Guide,” under Student Help, to update their PROFILE.

In their Student Profile,  make sure each student:

- indicates their interest in being an FFA member,
- updates their address information, email address and other relevant roster information.

Step 4 –When you’re ready to export your student’s records to AgCN, use the new “AgCN Roster Helper” tool in AET.

- From your AET “Accounts” Tab, choose **Menu # 6**, AgCN Roster helper 
- ALL active AET accounts will be listed there for you to **review & select** for submission on your FFA roster. The following is a screen shot of the process:



Unique #	Name	FFA ID	Grade	Status	FFA Member Type
303044	Angelo, San	New		Not Yet Sent	Do Not Send
172791	Brian, David	New		Not Yet Sent	AgEd Only
283398	Capital, Itemexample	New	13	Not Yet Sent	1-year Member
273729	Ewell, Frank	New		Not Yet Sent	AgEd Only

- You need to select the “**FFA Member Type**” for each of the students listed. The AET Roster Helper allows you to identify each student as:
 - Do Not Send:** (ex. Example Account, Son/Daughter not in the program, etc.).
 - AgEd Only:** (ex. Active Student not in FFA.).
 - 1-year Member:** (ex. Active FFA Members; will transfer to AgCN. In *Affiliation Chapters* ALL students should be listed as “1-year Member.”)
- Once you select the “FFA Member Type” for each of the student, you’re ready to submit your roster. Your options are:
 - Send Members to AgCN:** send only those marked “1-year Member.”
 - Send all to AgCN:** sends “1-year Member” AND “AgEd Only,” *but only charges National membership dues for those marked “1-year Members.”*
- The “Status” column reports the progress of transferring student records. Adding new students to your roster? *Just repeat this process and ONLY NEW or NON-SENT students will transfer to AgCN.* Please allow time to process before logging into AgCN to review your roster.
- YOU MAY ONLY SUBMIT A STUDENT ONCE FROM THE AET. Once submitted, any changes to a student’s information must be completed in AgCN. Refer to the AgCN instructions for help.**

Thanks for using AET!