

A decorative wavy line in light blue and white, running vertically along the left side of the slide.

SAE RECORDS “How To”

- 1. How to Log In to your AET Account**
- 2. How to Complete your AET Profile**



KILLINGLY SAE REQUIREMENTS

- ✓ The SAE project counts for 25% of the agriculture class grade beginning in the second quarter of the student's freshman year.
- ✓ Each student should document a minimum of 25 hours per academic quarter.
- ✓ All SAE's require students to...
 - ✓ Set SMART goals
 - ✓ Keep Accurate Records
 - ✓ Learn new skills
 - ✓ Reflect on your learning
- ✓ Depending on the SAE project, other paperwork may be required; an Agriculture Teacher will help determine what is required.



WE WILL USE AET TO...

- Keep records of your SAE projects
- Create a FFA resume
- Keep track of FFA calendar, program of activities, awards and achievements.
- Keep record of skills learned
- Apply for awards and degrees

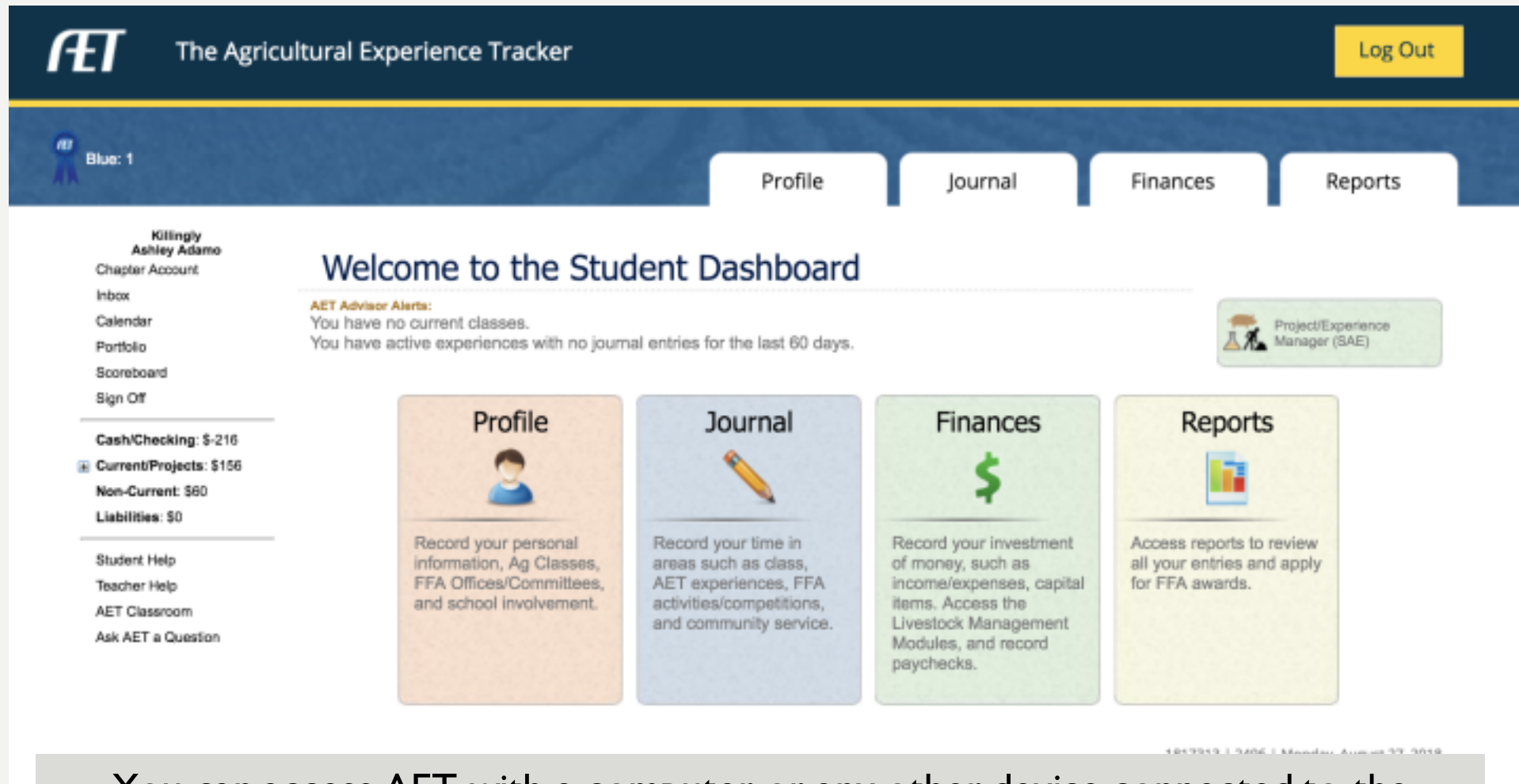
HOW TO: LOG IN TO YOUR AET ACCOUNT

- Go to: www.theaet.com
- If you are on a mobile device, click **‘Go to Full Desktop Version**
- Click the Yellow Box that says **‘Log In’**
- Go to **Student Log In** on the left side
 - Chapter: **CT000 I**
 - Username: **flastname**
 - Password: **flastname**
- Once your profile is complete, you can change your password if you would like.

Your default name and password are your first initial and your last name.

Ex. ccardinal

Once you log in – your home screen looks like this.



You can access AET with a computer or any other device connected to the internet, Always connect using the 'desktop version' of the website. The mobile version is limited to entering hours.

To complete your profile click the 'Profile' box.

The screenshot shows the AET (The Agricultural Experience Tracker) Student Dashboard. At the top, the AET logo and "The Agricultural Experience Tracker" are on the left, and a "Log Out" button is on the right. Below this is a navigation bar with tabs for "Profile", "Journal", "Finances", and "Reports". On the left side, there is a sidebar with the user's name "Killingly Ashley Adamo", a "Blue: 1" badge, and a list of links: "Chapter Account", "Inbox", "Calendar", "Portfolio", "Scoreboard", and "Sign Off". Below these links are financial summaries: "Cash/Checking: \$-216", "Current/Projects: \$156", "Non-Current: \$60", and "Liabilities: \$0". At the bottom of the sidebar are links for "Student Help", "Teacher Help", "AET Classroom", and "Ask AET a Question". The main content area is titled "Welcome to the Student Dashboard" and includes "AET Advisor Alerts" stating "You have no current classes" and "You have active experiences with no journal entries for the last 60 days." Below the alerts are four large colored boxes: "Profile" (orange), "Journal" (blue), "Finances" (green), and "Reports" (yellow). The "Profile" box is circled in blue. Each box contains an icon and a brief description of its function. A "Project/Experience Manager (SAE)" button is located to the right of the alerts. At the bottom right, the text "1817313 | 2496 | Monday, August 27, 2018" is displayed.

AET The Agricultural Experience Tracker Log Out

Blue: 1

Profile Journal Finances Reports

Killingly Ashley Adamo
Chapter Account
Inbox
Calendar
Portfolio
Scoreboard
Sign Off

Cash/Checking: \$-216
Current/Projects: \$156
Non-Current: \$60
Liabilities: \$0

Student Help
Teacher Help
AET Classroom
Ask AET a Question

Welcome to the Student Dashboard

AET Advisor Alerts:
You have no current classes.
You have active experiences with no journal entries for the last 60 days.

Project/Experience Manager (SAE)

Profile

Record your personal information, Ag Classes, FFA Offices/Committees, and school involvement.

Journal

Record your time in areas such as class, AET experiences, FFA activities/competitions, and community service.

Finances

Record your investment of money, such as income/expenses, capital items. Access the Livestock Management Modules, and record paychecks.


Reports

Access reports to review all your entries and apply for FFA awards.

1817313 | 2496 | Monday, August 27, 2018





HOW TO: COMPLETE YOUR PROFILE

- Your profile gives National FFA and Your Ag Teachers general information about you
 - Click **Manage/Edit your Personal Profile and Password**







AET Profile





About You

-  Manage/Edit your personal profile and password
-  Record your class schedule
-  Manage your Resume information
-  Test your knowledge and gain a passing score

Your Activities

-  Project/Experience Manager (SAE, WBL)
-  Enter your FFA offices
-  Enter your FFA committee memberships
-  JudgingCard event results

Career Connector

-  Share your experiences with colleges, view scholarships & more!
 Choose your educational and career interests
-  Explore your interest using "My Next Move"
-  AET access for Mentors and Parents/Guardians

HOW TO: COMPLETE YOUR PROFILE TO 100%

- Complete the **4 sections** of information on this page
 - Enter your information by clicking the **'edit'** button
 - You must use your school issued email address
 - Enter as much information as you are comfortable sharing
 - For parent occupation you can be vague
 - use words like 'teacher' 'business' 'construction' 'cashier' 'health care' etc...

The screenshot shows a user profile page with a navigation bar at the top containing 'Profile', 'Journal', 'Finances', and 'Reports'. The main content area is titled 'Account Information and Settings' and contains four sections, each with an 'EDIT' button circled in red:

- Account Information and Settings:** Includes a profile picture placeholder, 'P Ractice' title, 'Program: AET Demo Account', 'Basic Profile Complete: 57%' (with a question mark icon), 'Personal and Parent Contact Info: 0%', 'Emergency Info and Permission Forms: [EDIT]', 'Password: [input] [Reset]', and 'Profile Pic: [Upload]'.
- Demographics:** Includes fields for 'HS Graduation: June', 'Shirt Size: -', 'Gender: No Answer', 'Race: No Answer', 'Ethnicity: No Answer', and 'Residence: -'. The 'EDIT' button is circled in red.
- Primary Mailing Address:** Includes fields for 'Address: [input]' and 'City, State, Zip: [input], CT'. The 'EDIT' button is circled in red.
- Contact Information:** Includes fields for 'Email: 226 Putnam Pike Dayville, CT', 'Home Phone:', and 'Cell Phone:'. The 'EDIT' button is circled in red.
- Parents/Guardians:** Includes fields for 'Father / Parent / Guardian: Name: [input]', 'Occupation: [input]', 'Phone Number: [input]', 'Email: [input]', and 'Address: (Same as primary mailing address above)'. The 'EDIT' button is circled in red.

HOW TO: COMPLETE YOUR PROFILE TO 100%



The screenshot shows a web interface for a user profile. At the top, there are four tabs: Profile, Journal, Finances, and Reports. Below the tabs is the section 'Account Information and Settings'. It features a user profile picture placeholder, a name 'P Ractice', and a program 'AET Demo Account'. The 'Basic Profile Complete' status is shown as 57% with a green checkmark icon. Below this, 'Personal and Parent Contact Info' is at 0% and 'Emergency Info and Permission Forms' has an 'EDIT' button. There are fields for 'Password' with a 'Reset' button and 'Profile Pic' with an 'Upload' button. The page is divided into several sections: 'Demographics' (with fields for HS Graduation, Shirt Size, Gender, Race, Ethnicity, and Residence), 'Primary Mailing Address' (with fields for Address, City, State, and Zip), 'Contact Information' (with fields for Email, Home Phone, and Cell Phone), and 'Parents/Guardians' (with fields for Name, Occupation, Phone Number, Email, and Address for both Father and Mother). Each section has an 'EDIT' button.

Profile Journal Finances Reports

Account Information and Settings

P Ractice
Program: AET Demo Account
Basic Profile Complete: 57%
Personal and Parent Contact Info: 0%
Emergency Info and Permission Forms: [EDIT](#)
Password: [Reset](#)
Profile Pic: [Upload](#)

Demographics [EDIT](#)
HS Graduation: June
Shirt Size: -
Gender: No Answer
Race: No Answer
Ethnicity: No Answer
Residence: -

Primary Mailing Address [EDIT](#)
Address:
City, State, Zip: , CT

Contact Information [EDIT](#)
Email: 226 Putnam Pike Dayville, CT
Home Phone:
Cell Phone:

Parents/Guardians [EDIT](#)
Father / Parent / Guardian:
Name:
Occupation:
Phone Number:
Email:
Address: (Same as primary mailing address above)
Mother / Parent / Guardian:
Name:
Occupation:
Phone Number:
Email:
Address: (Same as primary mailing address above)

100%

- When the percentage next to your Basic Profile Complete reads 100% - you are done!