

Teacher PROFILE Checklist & Guide

Step 1: Log In to The AET

Go to www.theaet.com and log in by choosing:



Information needed is:

- ✓ **Username:** Typically your Chapter ID unless you have already created a custom login (see Tab G below)
- ✓ **Password:** At first, this is the same as your username. A custom password can be created in the Teacher profile.
**Your AET login is the same as JudgingCard.com*

Teacher Login Information		
Our Chapter ID is:	My username is:	My password is:
_____	_____	_____

Step 2: CHOOSE PROFILE: Under Maintain Teacher Info select your name and complete the following tabs! *Check off these important steps as you complete each one (a,b,c...)!*

___ A. Basic Setup Tab

Make sure your name is spelled correctly. If last name changes, update here. Your FFA ID will populate as long as your name on ffa.org

Make sure to upload a professional photo. Enter your personal mailing address, not the school.

All listed phone numbers and email are shared to the Judging Card directory as well as AET.

___ B. Demography Tab

Complete the following demographic questions and hit "Save this Page".



C. History Tab

These are intelligent drop-down lists, which improve data quality. Please TYPE a few letters into the boxes, and then CHOOSE. If your option isn't listed, you may type the whole name. Please use the whole name, eg. "Texas Tech University" rather than "TTU".

Ag Teaching History
 For your current year of employment, leave "ending year" blank.

Choose School Name: Years (Beginning - Ending): #

No records to display.

Where did you do your Student Teaching?
 High School:

College/University Educational History

University or College Name	Last Year	Degree	Delete
Texas Tech University	2013	Bachelor	Delete
Texas A & M University	2014	Master	Delete

Where did you Graduate from High School?
 High School: Year: Were you an FFA member? Yes No

This tab allows you to add previous and current Ag teaching positions.

Also, add your College/University history by degree and even your student teaching experience.



D. Cert/Credentials Tab

Education Teaching Credentials - Single or Multiple Subject Credentials

Experience	Institution	Description	Year	Delete
By Exam	Texas Tech	Ag Content 6-12	2013	Delete

Designated Subjects Teaching Credentials

Experience	Institution	Description	Year
No records to display.			

Ag Specialist Teaching Credentials

Institution	Description	Year
No records to display.		

Other Certifications

Certification	Description	Year
No records to display.		

This tab allows you to add all of your certifications in regards to teaching; including professional development certifications as well.



E. Service Tab

Your School

Organization	Role/Description	Year
No records to display.		

Your Community

Organization	Role/Description	Year
No records to display.		

Your Profession - membership and leadership roles in professional associations and organizations

Organization	Role/Description	Year
No records to display.		

This tab allows you to add all of your service involvement. It is broken down by service in your school, community and professional organizations.



F. Annual Data Tab

	2017-18	2018-19	2019-20	2020-21
9/10 Month Base Salary: (before Taxes)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Extended Contract Days:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Extended Contract Stipend:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FFA Stipend:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dept Head Stipend:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This tab allows you to add your salary, contract, and stipend information. This page is not shared and is only viewable by you and internal office use to support teacher contracts.



G. User Account Tab

Basic Info Demography History Cert./Cred. Service Annual Data User Account

You can sign-in to AET and JudgingCard with your email address. Use this screen to set or reset your password for this login method.

Email Address (Username): This account has a password.
 info@theaet.com

Reset password:

Set or Reset Password by Email

This tab allows you to set your own, INDIVIDUAL login for AET. It will pull the email from the Basic Info tab and then you can enter a password. This login will automatically create an ffa.org login for you as well.

Now your TEACHER PROFILE is complete!

You can begin adding courses and student accounts.