Teacher PROFILE Checklist & Guide
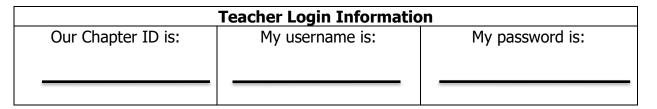
AET *learn*

Step 1: Log In to The AET

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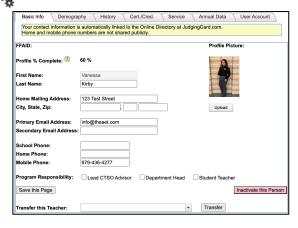
Log In

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 JudingCard.com

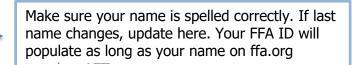| Teacher Login Information		
Our Chapter ID is:	My username is:	My password is:
_____	_____	_____

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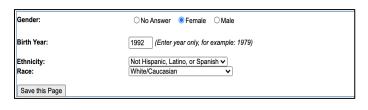
Make sure to upload a professional photo. Enter your personal mailing address, not the school.

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".

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⚙️ ___ C. <u>History Tab</u>

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. <u>Cert/Credentials Tab</u>

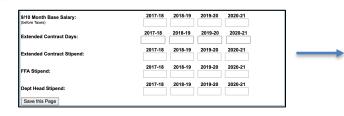This tab allows you to add all of your certifications in regards to teaching; including professional development certifications as well.

⚙️ ___ E. <u>Service Tab</u>

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. <u>Annual Data Tab</u>

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. <u>User Account Tab</u>

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.