



QUICK GUIDE

How to Upload Your Chapter Constitution & POA Documents in AET



Follow the steps below to upload your chapter's Constitution and Program of Activities (POA) documents.

1 Log in to AET.

Go to <https://theaet.com> and sign in with your AET account.

Teacher Log In

Create student accounts and track progress. Also, manage key program areas and generate reports.

Email:
(Email Address required)

Password:



[Reset or Forgot Password?](#)

2 Go to the Profile tab.

After logging in, click on the **Profile** tab at the top of the page.

3 Select Chapter and Student Portfolios.

In the **Your School** section, click on **Chapter and Student Portfolios**.

4 Open the General folder.

In the **Chapter Portfolio**, click on the **General** folder to upload your documents.

Chapter Portfolio

5 Choose your file.

Click the **Browse** button, find your file on your computer, and select it.

6 Complete the upload form.

On the upload page, fill in the information. Use the **Content Type** dropdown and select the appropriate option for your document.

7 Save and verify.

Click **Save & Return** to upload the file. After uploading, verify that your document appears in the General folder.

< General

Name	Date Added	Type	
Chapter Constitution.pdf	10/20/2026	PDF	⋮
Program of Activities (POA).pdf	10/20/2026	PDF	⋮

TIPS & REMINDERS

- ✓ Upload both your Chapter Constitution and Program of Activities (POA) in the General folder.
- ✓ Accepted file types: PDF, Word (DOC/DOCX), or other common document formats.
- ✓ Use clear file names (e.g., Chapter Constitution 2024-2025.pdf).
- ✓ Make sure the document(s) open correctly after uploading.
- ✓ Contact your AET state staff if you experience any issues.