Managing Foundational Projects

Purpose: *This guide helps manage foundational SAEs, which includes developing your SAE plan, recording hours, adding photos showing your efforts and reviewing reports. Be sure you have your SAE setup and developed your complete SAE plan.*

Step 1: Entering Jounral Entries
Journal entries represent time invested in an foundational SAE.

Steps to make an "Experience-Related" Journal Entry:
1. Choose JOURNAL tab
2. Choose <u>Time in your AET Experiences (SAEs)</u>
3. Select the correct date and provide a name for the activity, select from a common list of activities, develop a description, and enter the hours.

Step 2: Capture SAE Photos
This represents SAE evidence in the form of photo and/or files related to your SAE. Use these items to support filling out an award application or as an online storage file for your project.

Steps to save photos and files of your project:
1. Choose Portfolio located on the Left margin menu
2. Select the Experience the photo/file
3. Select Choose File & Upload, once uploaded you can choose Edit to create a caption!

Step 3: Review your SAE projects
Each year, review your SAE projects using the Experience Manager. Follow the steps below:
1. Review the financial and journal transactions
2. Select annual review to enter an annual summary of the project, which is to summarize responsibilities and skills gained from the experience. Once complete, the icon will be green
3. If the project is complete, select to turn off the project.