Managing Student Accounts

AET learn

Purpose: _This guide covers how to manage existing AET student accounts (active or inactive), password reset, and importing students into The AET from your FFA Roster._

Step 1: Access All Student Accounts
Click "ACCOUNTS," then the "Account Manager" screen.

Step 2: Review Student Account Status
Update student grade level or archive accounts that are not active users.

1. Find Students by Grade Level:
Students can be sorted by clicking column headings. In the example below, students are sorted by **_Grade_**. Notice four students lack grade (graduation year) profile data.

Click column headings to sort. Highlight rows using the mouse, and then right click to change settings for groups of students.

Unique #	Name	Username	Grade	Last Access
51764	1 Eddy, Matt	ME		10/30/2009
686801	Clark, Jaden	JClark		never
686812	Holmes, Dallas	DHolmes		09/25/2014
686820	Mogle, Skyler	SMogle		08/22/2014
686794	Abbas, Saylor	SAbbas	9	09/23/2014
689659	Adams, Madison	MAdams	9	09/19/2014

Grade information can be updated by the student in the PROFILE section. Or, you can select the first row, hold the keyboard "shift" button, and select the last student row with no grade data to group-select these students. Then, right click to change grade level.

2. Group Students and Change Active/Inactive Status:
Students marked with grade 13 have likely graduated and can be grouped by clicking the "Grade" header. Then, click the first student row, hold "shift" and select the last row marked with grade 13. To mark all highlighted as "Inactive," right click and choose "Change Active Status."

94640	Boyd, Brittney	bboyd	13	06/03/2014
93924	Comeaux, Cameron	ccomeaux	13	5/27/2014
94563	Dickens, Tanner	tdickens		/03/2014
94567	Dixon, Blake	bdixon	Change to Freshman	5/23/2014
93935	Hoffman, Emily	ehoffman	Change to Sophomore	06/02/2014
94345	Mac Naughton, Jessica	jmacnaughton	Change to Junior / Change to Senior	06/02/2014
719106	McDowell, Krysta	kmcdowell	Change Active Status	/06/2014
3863	Wilson, Rhett	rwilson	Open AET	03/12/2014

Students marked "Inactive" remain as part of reporting, but are removed from listings of potential FFA members or managing accounts.

NOTE: _Adding new student accounts is covered in the Teacher Getting Started guide._

Step 3: Reactivate Inactive Student Accounts
Student accounts marked "Inactive" can be made active by selecting appropriate rows, right click, then click "Change Active Status."

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Students will then be displayed in the Active Student Accounts view.

Step 4: Edit Student Account Information
Adjust student account details and reset student password.

Select a single account by left clicking on the student's name (underlined in green).

This allows you as the teacher to:

- ✓ Edit the student's first or last name (perhaps to align with FFA information)
- ✓ Edit graduation year, contact information and/or username
- ✓ Reset password

Step 5: Import Students from FFA Roster
Import current FFA member information (name and FFA number) from FFA by using the National Roster Utilities screen.

Access the **National Roster Utilities** screen by clicking the "National Roster Utilities" link found in the neon green box of the Account Manager screen.

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The ROSTER PROBLEMS tab lists any duplicated students in your National FFA Roster. In the graphic below, there are two accounts with the same name.

Account Clean-Up Utility

| Roster Problems | AET Problems | Matching Records | Add to AET | Remove from AET |

Duplicated Records in Roster
Sign in to your Roster account to remove duplicated students.

First Name	Last Name
Rebecca	Nelson

The AET PROBLEMS tab identifies duplicated student accounts in your AET chapter account.

The MATCHING RECORDS tab displays students who have an AET account that matches with National FFA Roster records. Student FFA Roster number (FFAID) is shown in the "Roster #" column.

Account Clean-Up Utility

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Students who match between National Roster and AET

Roster #	AET #	First Name	Last Name	Roster Yr	AET Yr
601106086	686794	Saylor	Abbas	10	2018
601106126	689659	Madison	Adams	10	2018
601106087	686795	Hannah	Allen	10	2018

The ADD TO AET tab displays students who exist in National FFA Roster but do **not** have an AET student account. To create a new AET account, click the "Add" link next to them or click the "Add to AET" button.

| Roster Problems | AET Problems | Matching Records | Add to AET | Remove from AET |

Students in Roster and NOT in AET

Add ALL to AET

Roster #	First Name	Last Name	Roster Yr	
601106137	Neil Haven	Lorenzo	10	Add
500831819	Emily	Manthei	11	Add

The REMOVE FROM AET tab allows you to archive AET accounts for students who are no longer enrolled in agriculture education.

NOTE: *Refer to the* AgCN Roster Helper *guide for a more efficient process to transfer students from The AET into AgCN.*