Mentor and Parent/Guardian Access

AET *learn*

Purpose: *The purpose of this guide is to share how students can grant access to mentors, employers, parent/guradians and etc for viewing their AET record book.*

Step 1: Adding a Mentor in the Student PROFILE

AET access for Mentors and Parents/Guardians
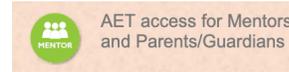
1. Choose the PROFILE tab once you're logged into AET
2. Select AET access for Mentors and Parent/Guardians
3. Fill out the mentor's first name, last name and email:

+ Add New Mentor				
First Name	**Last Name**	**Email Address**	**Last Access**	
Vanessa	Kirby	info@theaet.com		Delete / Re-send / Link

This will generate an email to your mentor from AET with the link to your interactive record book. You can view when they last access on this screen as well as re-send their link if they lose their email.

Step 2: Viewing as a Mentor
Great to use if you are a parent/guardians, employers, scholarship committee or anyone wanting to review or assit with the student's record book.

1. Check your email and look for an email from info@theaet.com:

> You have been granted access to Vanessa Kirby's Agricultural Experience Tracker (AET) portfolio. Use the link below to access the portfolio.
>
> Student: **Vanessa Kirby**
> Email: **vanessa@theaet.com**
> Ag Program: **Agricultural Experience Tracker**
> Link: **https://www.theaet.com/rb/Mentor.aspx?SID=1320316&UID=2ff113e7-62da-4906-9ddd-41420e2c6453**
>
> Agricultural Experience Tracker
> www.theaet.com
> info@theaet.com

2. Click the link provided and it will take you to the student's interactive notebook.

*Remember this is a **view only** option and there is no edit ability to the record book using the Mentor Access in AET*