AET Learn Guide: Managing Access for State and Region Users

Purpose of this Guide
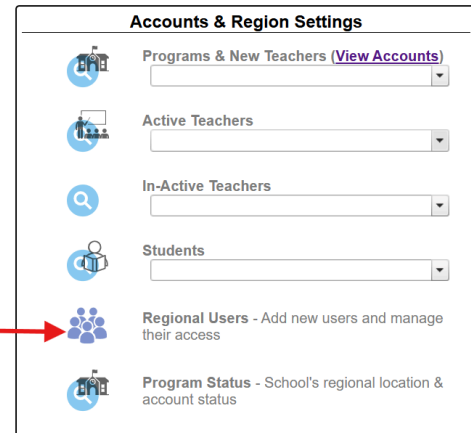
This guide is designed to help state staff manage user access in **AET** and **JudgingCard** for state and regional-level users.

Step 1: Log In

- Log in using your **state or region credentials**.
- Navigate to your state's main AET page.

Step 2: Manage Regional Users

1. Click on **"Regional Users"** in the left-hand menu.
2. Review the list of current users:
   - ✅ **Keep active** users who still require state or regional access
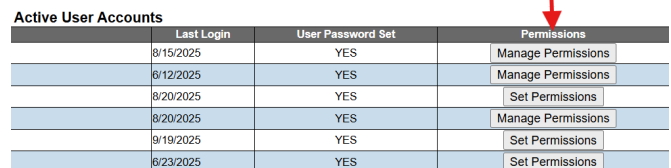   - ❌ **Inactivate** users who no longer need access in **AET** or **JudgingCard**.

Accounts & Region Settings

Programs & New Teachers (<u>View Accounts</u>)

Active Teachers

In-Active Teachers

Students

Regional Users - Add new users and manage their access

Program Status - School's regional location & account status

Step 3: Set User Permissions

1. To the right of a user's name, click **"Set Permissions."**
   For each user, assign permissions as **Allowed** or **Denied** for the following tools:

   - Reports Screen
   - Roster Submission
   - Impersonate Chapter/Students
   - Degree/Application Manager
   - Region User/Permissions Management
   - AET Message Center
   - Calendar Tracker
   - Signup Lists
   - Professional Development Tracker
   - JudgingCard Access

Active User Accounts

Last Login	User Password Set	Permissions
8/15/2025	YES	Manage Permissions
6/12/2025	YES	Manage Permissions
8/20/2025	YES	Set Permissions
8/20/2025	YES	Manage Permissions
9/19/2025	YES	Set Permissions
6/23/2025	YES	Set Permissions

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Step 4: Add New or Existing Users

Option A: Add a New User

1. Enter the user's **first name, last name, and email**.
2. Click **"Edit"** on their new account.
3. Scroll to the bottom and select **"Send Email."**
   - The AET system will email the user instructions to complete their account setup.

Option B: Upgrade an Existing AET User

1. Use the dropdown to locate the existing user.
2. Add them to the state/regional access list.
3. Notify the user:
   - They should log in with their **existing credentials**.
   - On the AET homepage, they must use the **"Region Login"** section to access their new permissions.

Add New User			
First Name	Last Name	Email	
			Add New

Add an Existing User

[▼] [Add Existing]

✅ **Tip: Be sure to check this page periodically to ensure the right personnel in your state have access to AET. New state account creation in JudgingCard automatically creates a matching state level account in AET. Control access for these users here.**