

AET Learn Guide: Managing Teacher Accounts

Purpose of this Guide

This guide provides state staff with clear instructions for adding, transferring, deactivating, and syncing teacher accounts in **AET**. Proper account management ensures seamless integration with **FFA.org**, allowing roster submissions and award applications to process without issue.

Options to Add a Teacher Account

In any chapter AET account under “profile” find the option to “maintain your list of teachers and their contact information”. Click this. All active teachers will populate on the left. At the bottom on the left is the option to add a new teacher.

A. Added by a Co-Teacher

- Teachers already in a local program can add new co-teachers directly in AET.

B. Added by State Staff

1. Add a New Teacher

- From your main **state AET page**, locate the school/program.
- Select “**Teachers**” → “**Add Teacher.**”
- Enter the new teacher’s **first name, last name, and email.**

2. Transfer an Existing Teacher

- From the **state AET page**, find the teacher in their previous program.
- Transfer them to the new program within the state.

No matter how a teacher is added, be sure to click on “user account” of the new teacher and then “send email” to have AET send an automated email inviting the new teacher to set a password and set up their new AET account.

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Reactivate an Inactivated Teacher

- If a teacher returns to the profession:
 1. Go to the **inactive teacher list**.
 2. Find the teacher and mark them as **active** again.

Deactivate Teachers

- When a teacher leaves a program:
 1. Select the teacher in the program's teacher list.
 2. Use the **inactivate dropdown** to choose a reason (e.g., retired, left teaching, moved states).
 3. Keep this list updated to ensure accurate records.

Accounts & Region Settings

- Programs & New Teachers ([View Accounts](#))
- Active Teachers
- In-Active Teachers** (indicated by a red arrow)
- Students
- Regional Users - Add new users and manage their access
- Program Status - School's regional location & account status

Verify Proper Account Setup

- A teacher account is **properly set up** if:
 - Their profile includes a **linked FFA ID number**.
 - A synced FFA ID ensures full access between **AET** and **FFA.org**, including:
 - Roster submission
 - Award application processing

Program
BAINVILLE (MT)

FFAID
552340212 (indicated by a red arrow)

First Name
Kellan

Use Reports to Check for Mismatches

1. From your **state AET page**, go to:
 - **Reports** → **FFA and AET Teacher Accounts** (last report on the page).

Regional Tools

- Reports** - View summaries of Regional, Chapter, and Student data (indicated by a red arrow)
- AET Message Center - Email/Text key program contacts
- Chapter School Contacts - View or Manage school contacts
- Program Calendar Tracker & Student
- Development Tracker -
- e Management
- I-in)

4. Chapter / Teacher Reports:

[Chapter Productivity Tracker](#) - Review Chapters' POA and SAE activity.

[Teacher Journal Summary](#) - Summarizes Teacher Journal entries to support extended contracts and summer reporting.

AST Directory Report - Chapters and Teachers [PDF by Chapter with profile pics](#)

NEW! Other Chapter Contacts - [View and Manage](#) or [Export to Excel](#)

NEW! Student Officer Contacts - [View and Manage](#) student officers

[FFA and AET Teacher Accounts](#) - Compare and export teacher accounts in AET vs FFA, along with missing accounts on each side.

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2. Review the three report tabs:

- **Tab 1:** Teachers with advisor access in **FFA.org** but **not matched** in AET.
- **Tab 2:** Teachers matched in AET but **not showing** in FFA.org.
- **Tab 3:** Teachers fully synced between both systems.

Resolve Account Mismatches

Common Mismatch Causes

- Different email addresses (school vs. personal).
- Full name vs. nickname (e.g., *Patrick* vs. *Pat*).
- Maiden vs. married last names.
- Inconsistent hyphenated last names.

How to Fix Names/Emails

- **In FFA.org:**
 1. Contact the teacher and have them edit their **personal profile** in FFA.org.
- **In AET:**
 1. From the **state AET page**, search for the program.
 2. Select **Teachers** → **Edit**.
 3. Update the teacher's first name, last name, or email as needed.

Note: AET and FFA.org sync automatically every **24 hours**. Once corrections are made, mismatches will clear by the next day.

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Quick Reference Checklist

- Add or transfer new teachers into the correct program.
- Reactivate teachers returning to the profession.
- Deactivate teachers who have left, selecting a reason.
- Verify all active teachers have a synced **FFA ID**.
- Run the **FFA and AET Teacher Accounts report** regularly.
- Resolve mismatches by correcting names/emails in AET or having teachers update their FFA.org profile.