

# Teacher PROFILE Checklist & Guide

## Step 1: Log In to The AET

Go to [www.theaet.com](http://www.theaet.com) and log in by choosing:

Log In

### Information needed is:

- ✓ **Username:** Use your email address as your username.
- ✓ **Password:** Each teacher has their own password, and we can send a password reset email to help you get started!
- ✓ **Google Authentication:** If you have your Google email address in your PROFILE, you can log in using Google Authentication. It can be your primary or secondary method. If you are not a Google School user, then use your personal Gmail account.

\*Your AET login is the same as JudgingCard.com

**Step 2: CHOOSE PROFILE:** Under Maintain Teacher Info, select your name and complete the following tabs! Check off these important steps as you complete each one (a,b,c...)!

### A. Basic Setup Tab

Make sure your name is spelled correctly. If last name changes, update here. Your FFA ID will populate as long as your name on ffa.org

Make sure to upload a professional photo. Enter your personal mailing address, not the school.

All listed phone numbers and email are shared to the Judging Card directory as well as AET.

### B. Demography Tab

Complete the following demographic questions and hit "Save this Page".

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## C. History Tab

These are intelligent drop-down lists, which improve data quality. Please TYPE a few letters into the blank, and then CHOOSE. If your option isn't listed, you may type the whole name. Please use the whole name, eg. "Tarrant State University" rather than "TSU".

**Ag Teaching History**  
If you served as an instructor, here "teaching your" blank.

Chapter/School Name	Years (Beginning - Ending)	#
No records to display.		

Where did you do your Student Teaching?  
High School - Jourdanton (TX) [Save] [Saved]

**College/University Educational History**

University or College Name	Last Year	Degree	Date
Texas Tech University	2013	Bachelor	
Texas A & M University	2014	Master	

Where did you Graduate from High School?  
High School - [Save] [Saved]

Were you an FFA member? [Yes] [No] [Save] [Saved]

This tab allows you to add previous and current Ag teaching positions.

Also, add your College/University history by degree and even your student teaching experience.



## D. Cert/Credentials Tab

**Education Teaching Credentials - Single or Multiple Subject Credentials**  
[+] Add new record

Experience	Institution	Description	Year	Date
By Exam	Texas Tech	Ag Content 6-12	2013	

**Designated Subjects Teaching Credentials**  
[+] Add new record

Experience	Institution	Description	Year
No records to display.			

**Ag Specialist Teaching Credentials**  
[+] Add new record

Institution	Description	Year
No records to display.		

**Other Certifications**  
[+] Add new record

Certification	Description	Year
No records to display.		

This tab allows you to add all of your certifications in regards to teaching; including professional development certifications as well.



## E. Service Tab

**Your School**  
[+] Add new record

Organization	Role/Description	Year
No records to display.		

**Your Community**  
[+] Add new record

Organization	Role/Description	Year
No records to display.		

**Your Profession - membership and leadership roles in professional associations and organizations**  
[+] Add new record

Organization	Role/Description	Year
No records to display.		

This tab allows you to add all of your service involvement. It is broken down by service in your school, community and professional organizations.



## F. Annual Data Tab

	2017-18	2018-19	2019-20	2020-21
<b>9/10 Month Base Salary:</b> (before Taxes)				
<b>Extended Contract Days:</b>				
<b>Extended Contract Stipend:</b>				
<b>FFA Stipend:</b>				
<b>Dept Head Stipend:</b>				

[Save this Page]

This tab allows you to add your salary, contract, and stipend information. This page is not shared and is only viewable by you and internal office use to support teacher contracts.



## G. User Account Tab

Basic Info / Demography / History / Cert./Cred. / Service / Annual Data / User Account

You can sign-in to AET and JudgingCard with your email address. Use this screen to set or reset your password for this login method.

Email Address (Username): This account has a password. info@theaet.com

Reset password: [Set Password]

Set or Reset Password by Email  
[Send Email]

This tab allows you to set your own, INDIVIDUAL login for AET. It will pull the email from the Basic Info tab and then you can enter a password. This login will automatically create an ffa.org login for you as well.

**Now your TEACHER PROFILE is complete!**

**You can begin adding courses and student accounts.**