

TEACHER STARTUP

TEACHER:


Key steps that will help you get your students going on the right foot. Getting teacher account(s) profiles, set up classes, cleaning up old accounts, managing new accounts.





PROFILE TAB

STEP 1: PROFILE TAB

1. Manage/update teacher [PROFILE](#) (s) 100% include photo. Builds teacher resume'.
2. Select [USER](#) tab. Input your personal password in PROFILE-USER tab to use from now on. If you have a Google authenticated email, AET/Judging Card will auto connect for you with Google Authentication. Much easier access.
3. [Select Set Up Courses](#), by class period.
4. [Claim your username](#) in AET Free WEBSITE

 Maintain your list of Teachers and their contact information

 Set up the courses that are taught at your school

 Manage your *NEW*AET website

ACCOUNTS TAB

STEP 2: ACCOUNTS TAB

1. [Manage accounts](#). Sort by the grade tab in gray. Check the box on any students that have graduated/moved/no longer in program and select the mark inactive link in the green box. They will always be accessible in the Inactive Accounts tab.
2. Add multiple accounts/students by selecting Multiple link and follow steps.

 Manage all accounts

REFERENCES

- Managing Student Account Resources <https://theaet.com/page.aspx?ID=275>
- Teachers Getting Started Guide: <https://www.theaet.com/page.aspx?ID=274>