

AET Troubleshooting

Student's membership number is not showing up on award applications.

1. In the teacher account, click on ACCOUNTS.
2. Click on FFA ROSTER HELPER.
3. Click on LOOKUP FFA IDs.
4. Refresh the student's application to see if member number shows up. If a member number shows up, all is well. If not, go to step 5.
5. Open FFA Roster in a separate tab. Check to see if student's name is showing exactly the same in the FFA roster as in AET. If names are different, go to step 6.
6. In AET, click on ACCOUNTS then MANAGE ALL ACCOUNTS.
7. Find the student name and click on it.
8. Change the student name in AET to match what is on the FFA Roster.
9. Repeat steps 1-3. This should fix the issue. You can then repeat steps 6-7 to change the student's name back if desired.

Capital Inventory (breeding livestock or equipment) is not showing on a proficiency application.

1. In the student's account, click on FINANCES and then the tractor icon.
2. Review the list of inventory to see if usage has been assigned. This is a column to the left that shows a percent used for each product. For example a tractor might be used 50% for cattle project, 25% for sweet corn project, and 25% for pumpkin project. This must be assigned or the tractor will not show up on a proficiency application.

Student records will not show up for one or more years.

1. Go to PROFILE.
2. Click on RECORD YOUR AG SCHEDULE.
3. Be sure that at least one course is selected for each year. (The student's beginning date in Ag will be the first day of the first course listed in this screen.)

Yearly descriptions don't show up on proficiency or degree application.

1. Go to PROFILE.
2. Click on PROJECT/EXPERIENCE MANAGER.
3. Click on the icon that looks like a clipboard and enter the description.
Note- you can only enter a description if the SAE has one or more financial entries for the year.

Ending current inventory such as hay, feed, or market animals need to be entered.

1. Go to PROFILE.
2. Click on PROJECT/EXPERIENCE MANAGER.
3. Click on the icon that looks like a line graph.
4. Enter the value of current items that were ON HAND on December 31 of each year.
Note- the only thing that should be entered here is something that the student owned on December 31.