

New Jersey FFA Association

Guide to Online FFA Applications in 2015

Valid until on or about February 9, 2015



Background

***SPECIAL NOTE:** A new National FFA Website will launch on or about February 9, 2015. The step-by-step instructions in this resource are only valid until that point. Once the new website is launched, a new resource will be provided with step-by-step instructions. Applications that have been started still will be accessible with the new website launch. The new website will bring the end to the terminology “AgCN” and will begin the use of “FFA.org.” The functionality of tools such as the roster and applications will remain the same. Username and passwords will remain the same. The new website will bring changes such as a single sign-on for all FFA services, a fresh look and feel, an enhanced search, a personal dashboard, a personalized experience, the ability to be used on any device, easy to use navigation and my journey.

Applications

The following applications are now available for students to complete online. Only online versions of these applications will be accepted in 2015 and moving forward. All other applications (excel files) are obsolete and will not be accepted.

- American Degree (2015)
- New Jersey State FFA Degree (new)
- Proficiency Application (2015)
- Research Proficiency Application (2015)
- SAE Grant Application
- Star Application (2015) – this if for Star American Awards NOT Star State Awards

The Agricultural Experience Tracker (AET)

*If your chapter subscribes to AET and students have AET records, the application is automatically locked to the AET records. To unlock the application, click the “Click Here” hyperlink to unlock the application. Doing this will maintain current AET records but will not automatically make updates as changes to AET records are made. If the student does not want to unlock their application, the student will need to make sure his/her records are accurately and completely filled out in the AET record keeping system.

*If your chapter does not subscribe to AET, students will need to unlock the application prior to starting by clicking the “Click Here” hyperlink. This will be explained again later in this document.

Internet Access

Students will need internet access to work on the applications. However, there are some worksheets for some applications available that can be printed out and assist in them gathering the necessary information prior to starting the application online.

- American Degree (2015) - https://www.ffa.org/documents/American_Worksheet.pdf
- New Jersey State FFA Degree (new) – n/a
- Proficiency Application (2015) – n/a
- Research Proficiency Application (2015) – n/a
- SAE Grant Application – n/a
- Star Application (2015) – this if for Star American Awards NOT Star State Awards – n/a

Submitting Applications

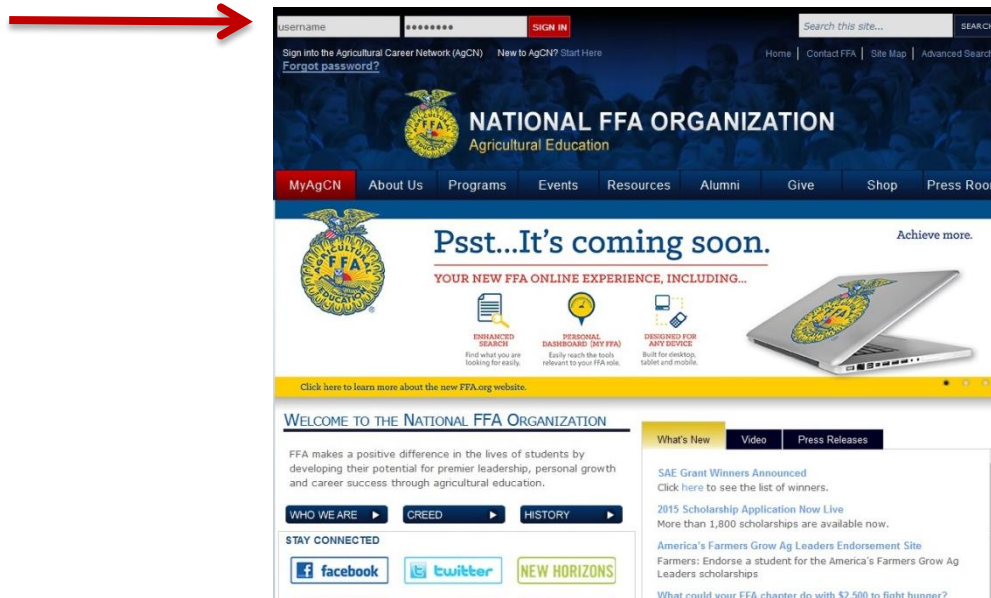
- The official process for submitting applications will be shared in early February following the 2015 FFA in-Service. Please do not submit applications prior to receiving these instructions.

Important Notes

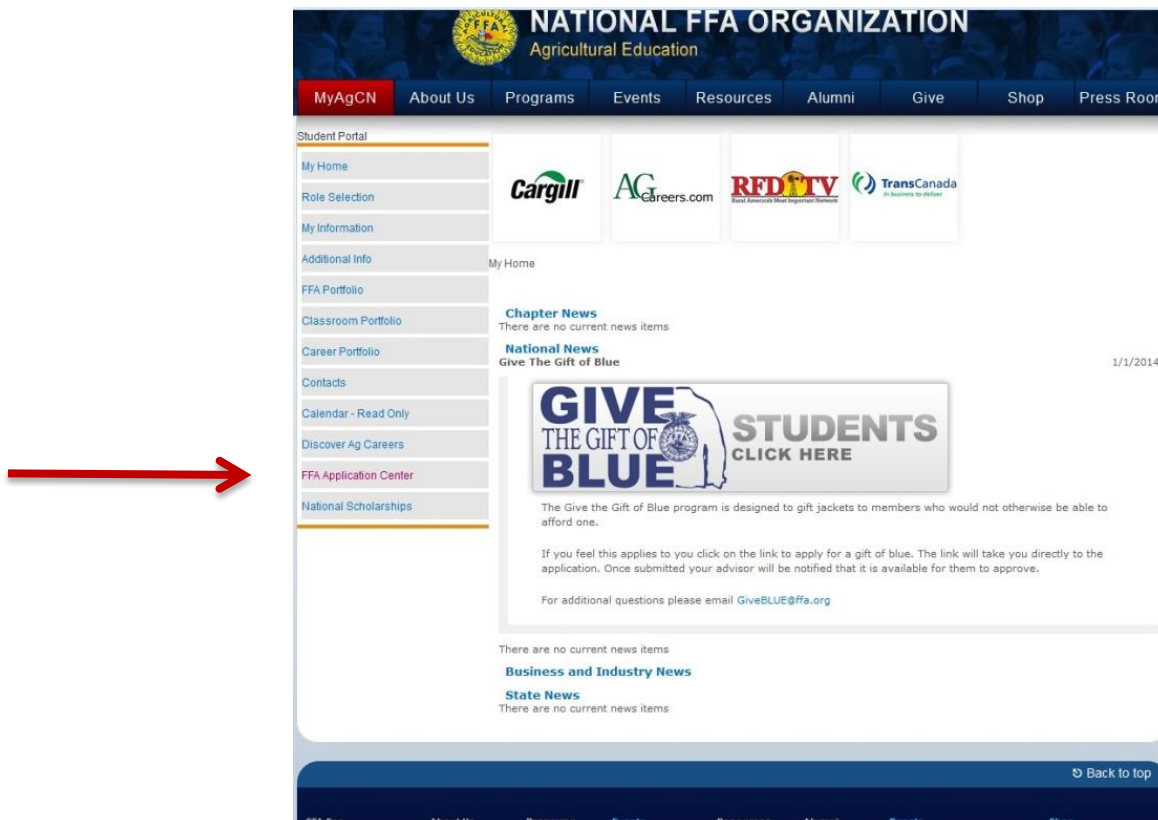
1. Read all instructions and watch all instructional videos before you begin.
2. Check your application for spelling, grammar, mathematical, or technical errors.
3. For award and degree purposes all unpaid or directed laboratory/SAE hours must occur outside of the regular scheduled agriculture class.
4. For award and degree purposes, no unpaid or directed lab/SAE hours dedicated to owning and managing an entrepreneurship/ownership type project are eligible for consideration at the national level.
5. State and Federal Child Labor Laws should be considered when entering total hours dedicated to an SAE. It is also important to consider the hours a student must dedicate to school, sleep, personal care, etc.
6. The Ending Date is 12/31 of the year prior to submitting your application. For example, applications submitted for consideration in 2015 should have an ending date of 12/31/2014.
7. Inventory refers to current and non-current items on hand that are personally owned by the student as of December 31 of the ending date of the application.
8. While it is common for SAE programs to include other family members, applications should only include the student's share of inventory, income, net worth, etc.
9. State FFA Degree, American FFA Degree and Proficiency Award applications are due March 15, 2015. Accompanying materials are due postmarked by March 15.

Step-by-Step Instructions (Access through AgCN)

1. Log into AgCN at www.ffa.org with username and password. (If you do not have a username, contact your advisor for your invitation code.)



2. Click "FFA Application Center" from the menu on the left.



- Click "SAE Application Center" in the top box under the red popup blocker message. (Special Note: The New Jersey State FFA Degree WILL NOT appear in the blue FFA Application Center box on that same page.)

The screenshot shows the National FFA Organization website. At the top, there is a navigation bar with links: MyAgCN, About Us, Programs, Events, Resources, Alumni, Give, Shop, and Press Room. Below this is a "Student Portal" section with a red popup message: "Select an application from the list below to begin. If you have already started the selected application, you will continue where you have left off. Otherwise, you will begin a new application. To see all SAE based applications at once, select SAE Application Center. If unable to view application, please disable popup blocker and refresh screen. SAE Application Center". A red arrow points to the "SAE Application Center" link in the popup. Below the popup is a dropdown menu with the following options: FFA Application Center, Greenhand Degree Application, Chapter Degree Application, Discovery Degree Application, American FFA Degree Application, Star Application (Start New Application), National Proficiency Application (Start New Application), and National Research Proficiency (Start New Application). At the bottom of the page, there is a footer with links: FFA For..., About Us, Programs, Events, Resources, Alumni, Donate, and Shop.

- This will bring you to the Degree/Application Manager powered by AET. To begin, select an application from the drop down box and then click Add New. A new application line and a unique # will populate in the table below.

The screenshot shows the Degree/Application Manager interface. At the top, there is a header with the FFA logo and the text "The Agricultural Experience Tracker". Below the header are four tabs: Profile, Journal, Finances, and Reports. A red arrow points to the "Journal" tab. Below the tabs is a dropdown menu with the text "New Jersey State FFA Degree (new)" and an "Add New" button. Below the dropdown is a table with the following data:

Generate/Edit Application	Unique #	Application Type	Date Created	
Application	142675	New Jersey State FFA Degree (new)	1/8/2015	Delete
Application	135700	American Degree (2015)	12/22/2014	Delete

At the bottom of the page, there is a footer with the text "307240 | 1210 | THURSDAY, JANUARY 8, 2015".

- Click "Application" in the "Generate/Edit Application" column next to the application you want to generate/edit.

The Agricultural Experience Tracker

Profile Journal Finances Reports

New Jersey State FFA Degree (new) Add New

Generate/Edit Application	Unique #	Application Type	Date Created	
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Application	135700	American Degree (2015)	12/22/2014	Delete

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- Read the Instruction page and watch the Student Help Video BEFORE working on the application.

The Agricultural Experience Tracker

Profile Journal Finances Reports

INSTRUCTIONS

READ THIS FIRST!!

- Watch the Student Help video that explains how to get started on your application.
- In most web browsers, the pages will automatically save as you go. You'll see this icon as your information is saved.
- Your Javascript is enabled.
- Read this entire page of instructions before you begin.
- Use the "Tab" key to go to the next cell that will accept information.
- You must enter your beginning and ending dates on the Basic Setup page.
- Begin with the Cover section and complete pages in order.
- You must use only whole numbers. NO DECIMALS!! (Decimals will cause math check errors.) Do not put negative numbers in any cells.
- These icons contain additional help and tips. Click the icon to try it!
- All Checklist items on must indicate "MET" or "YES" to qualify.
- For fairness all applications must respond to questions in the space provided.
- This application is disconnected from your AET records. [Click Here](#) to lock this application to AET.

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7. Special Note: Click the “Click Here” hyperlink to unlock the application. Doing this will maintain current AET records but will not automatically make updates as changes to AET records are made. If the student does not want to unlock their application, the student will need to make sure his/her records are accurately and completely filled out in the AET record keeping system. If a chapter does not subscribe to AET, the student MUST unlock the application.

The Agricultural Experience Tracker
Powered by AET

Profile | Journal | Finances | Reports

INSTRUCTIONS

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

8. Navigate through the application using the hyperlinks on the left.

The Agricultural Experience Tracker
Powered by AET

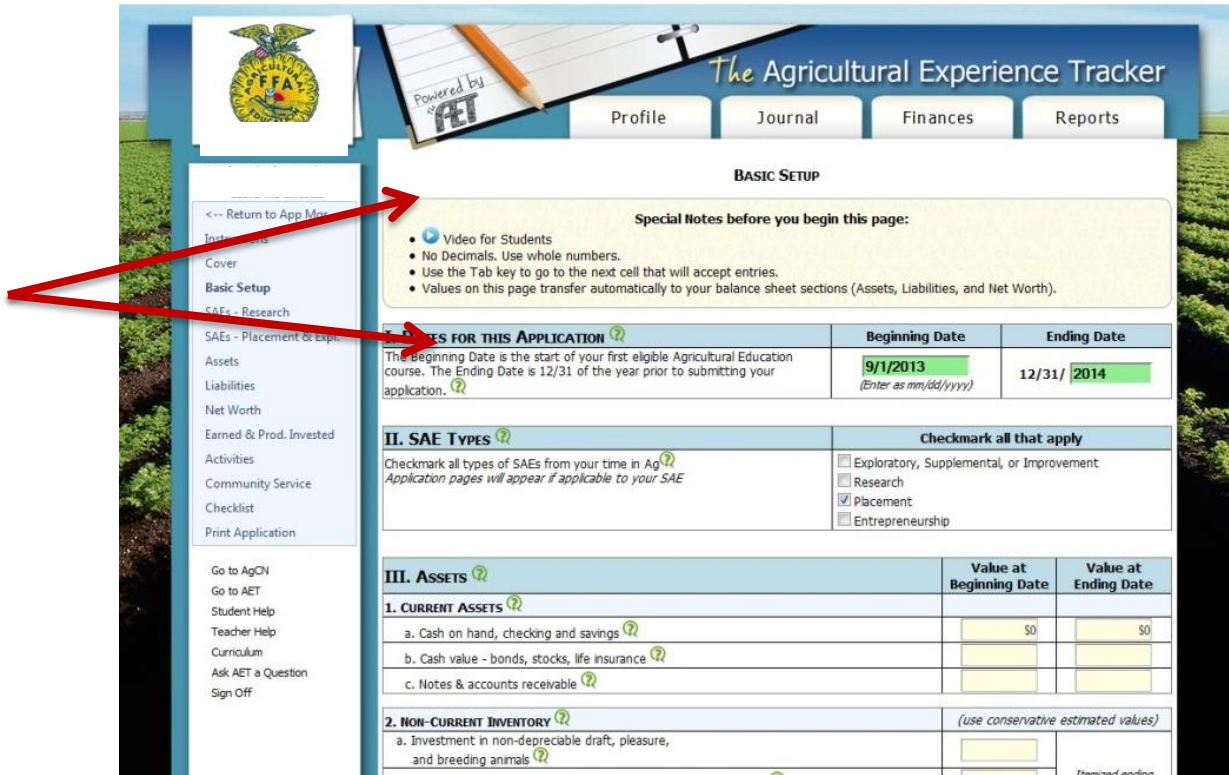
Profile | Journal | Finances | Reports

INSTRUCTIONS

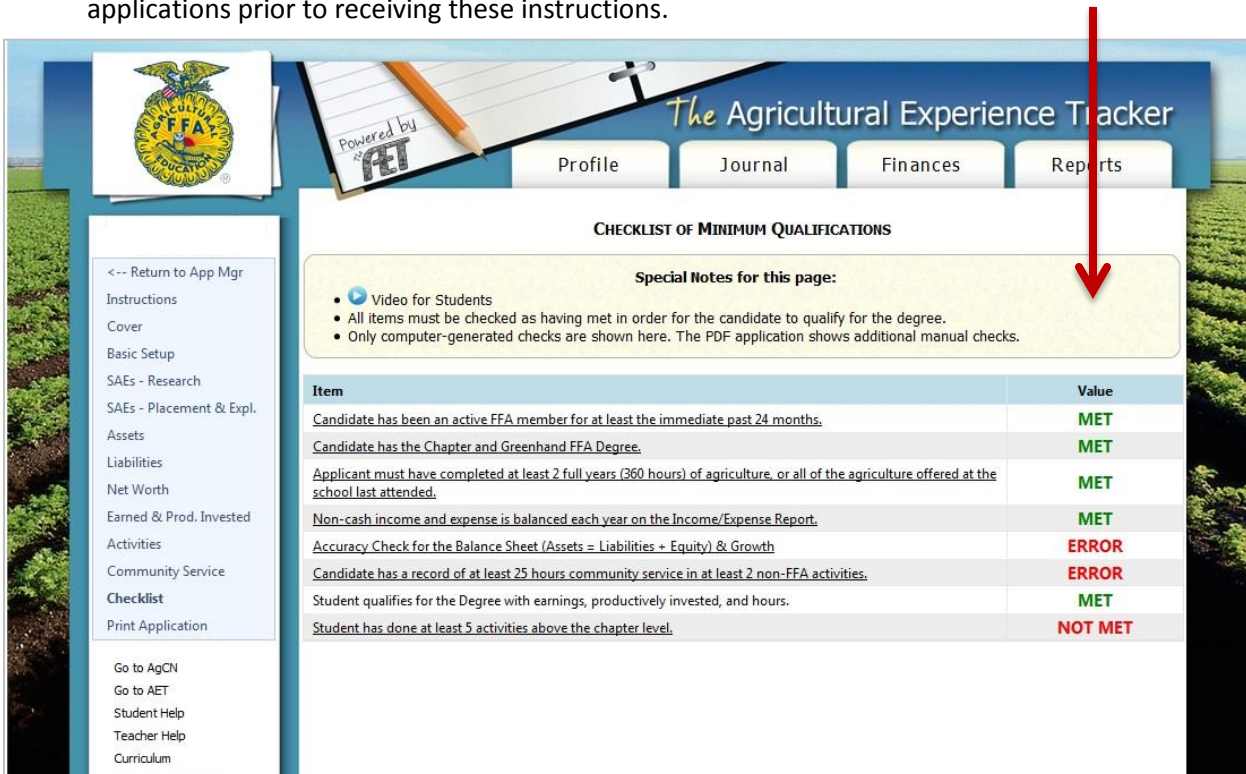
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11. For fairness all applications must respond to questions in the space provided.
12. This application is disconnected from your AET records. [Click Here](#) to lock this application to AET.

9. There are green question marks throughout the entire application that provide guidance to the student. There are also videos for most pages the student should view before completing the page.



10. All values/qualifications must be "MET" in order for the application to be reviewed. Applications with "ERROR" or "NOT MET" statements will not be considered. The official process for submitting applications will be shared in early February following the 2015 FFA in-Service. Please do not submit applications prior to receiving these instructions.

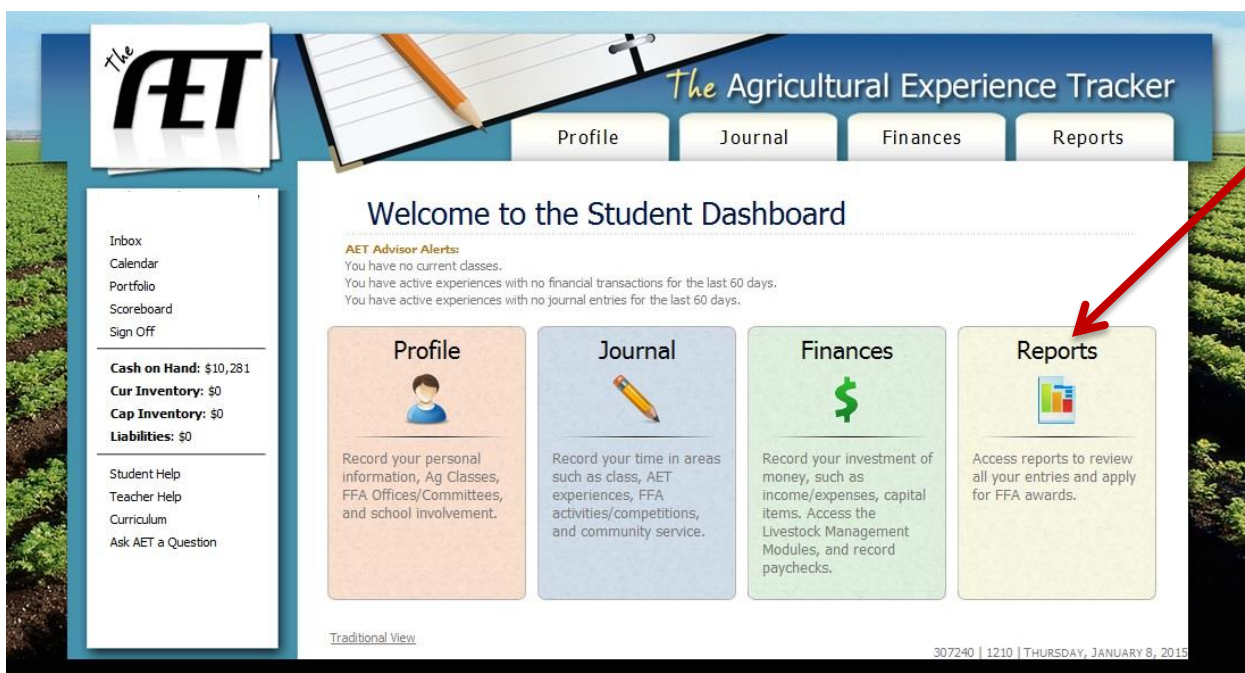


Step-by-Step Instructions (Access through AET)

1. Log into AET at www.theaet.com with username and password. (If you do not already use AET, it is best to start the application by logging into AgCN.)



2. The Welcome to Student Dashboard will open once you are logged in. Click "Reports."



3. Click "Degree/Application Manager" in the Annual Reports & FFA Apps box.

The screenshot shows the 'The Agricultural Experience Tracker' (AET) interface. At the top, there's a header with the AET logo and the title 'The Agricultural Experience Tracker'. Below the header are navigation tabs: 'Profile', 'Journal', 'Finances', and 'Reports'. The 'Reports' tab is selected, leading to the 'Student Reports' section. This section is divided into three main categories: 'Journal & Resume Reports', 'SAE & Profit Reports', and 'Annual Reports & FFA Apps'. A red arrow points to the 'Degree/Application Manager' link in the 'Annual Reports & FFA Apps' category. The left sidebar contains a navigation menu with options like 'Inbox', 'Calendar', 'Portfolio', 'Scoreboard', and 'Sign Off', along with financial statistics: 'Cash on Hand: \$10,281', 'Cur Inventory: \$0', 'Cap Inventory: \$0', and 'Liabilities: \$0'. The bottom of the page shows the date '307240 | 1210 | THURSDAY, JANUARY 8, 2015'.

4. Follow steps 4-10 in the instructions listed in the Step-by-Step Instructions (Access through AgCN) section of this document (pages 4-7).