



Agricultural Career Network Getting Started using the Instructor Portal

Purpose: Use this as a reference while accessing the AgCN system for the first time. You should do these steps prior to introducing the students to the AgCN. There are other areas for educators use, but these are essential before students get started.

Questions?

E-mail:_teammembership@ffa.org

Call: 800-293-2387



My Home – This page displays national, state and local FFA news and serves as the landing page to AgCN

My Profile – This is where you add your personal contact information, demographics, professional history, interests and opt-in for FFA publications and newsletters.

Program Profile – This is the place to add information about your agricultural education program and FFA chapter.

Roster Renewal – Through this page, you can manage your FFA roster. You can add students, manage membership and submit your roster to the state.

Calendar –Sharing your program calendar to students, parents and community can be one of the best ways to keep everyone informed of the projects and events of your chapter. Check out this easy to use electronic calendar.



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Step **I** − Sign in.

Go to www.ffa.org Click "MyAgCN" you will be asked if you are registering for national FFA convention or joining the Ag Career Network. Click AgCN.

- 1. Enter your username and password from your "MyFFA" account. If you do not have an account, click "If you do not have an account, register here" – near the bottom of the box.
- 2. If you are registering for an account for the first time your information will be sent through an approval process. You will receive an e-mail when your account request has been approved. Thank you for your patience during this security measure.

a. MyAgCN



b. Log in page

Sign In	
Usernam	e:
Password	1
	Sig
Sign m	ne in automatically
	Reset My Password
	If you do not have an account, register here

c. Advisor homepage



Step 2 – Renewing Students

1. Select **Roster Renewal** from the left menu.



- 2. Previous members that have not been renewed will appear under the **Non-Members or Expired Members** section.
- **3.** To renew, simply select membership or student type under **Renewal Type.** Note: Ag students not selecting to become FFA Members can now be added to your roster without charge. Simple selecting **Non-Member**

			Non-l
Membership ID	Last Name	First Name	Renewal Type
	smith	rob	Student-1 Year 🔻
	Armstrong	Dwight	Student-1 Year 🔻
	doe	jane	Student-1 Year 🔻

Step 3 – Add Students.

The teacher must create student accounts for students to be able to access the AgCN.

You can add individual or multiple students at once using the "Clipboard"

1. For states currently using AET further instruction will be provided once this synchronization is active you will click Sync with AET.

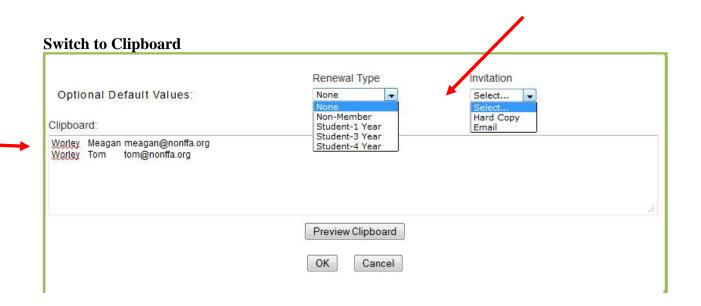


- 2. To add students "individually" click "Add New" --fill in the required student information.
 - a. Select if you would like them to receive an invitation to join AgCN via e-mail or hardcopy.



		New Students		
No Members mate	ch the criteria set.			
Last Name	First Name	Email	Renewal Type	Invitation
Smith	Donald	smith@ffa.org	None 🔻	Select 🔻
Save New	Preview Submission		None NonMember Student-1 Year Student-3 Year Student-4 Year	Select Hard Copy Email

- 3. To add multiple students at once, click "Switch to Clipboard"
 - a. Obtain an electronic list of all the new students in your classes from Excel, your school's attendance system, or Roster (template roster will be available on Roster **Renewal page in the near future**). The list needs to be organized with the students "last name, first name, e-mail" (e.g., Smith, Lindsay, lsmith@ffa.org).
 - b. Select a default **Renewal Type** and **Invitation** delivery mode this can be manual changed after Clipboard entry.
 - c. Paste the list of students into the box.
 - d. Click "Preview Clipboard "to check added students. Then select OK to return.



Preview Submission

Preview Submission will move your added and renewed students to **Adds and Updates** page where final members can be removed by simply changing a renewal type. All potential students will be stored here as new students are added or renewed. Once the roster is ready to be processed an invitation can be sent to students. Simply select **Submit Locally.**

			N	laster Data		
Submissio	n Chap	oter:		TX0006		
ubmissio	n State):		TX		
Submissio	n Date			9/2/2011		
			Member	Adds and Updates		
Total Fee		National	Si	tate	Area	Chapter
		21.00		15.00	0.00	15.00
51.00						
	First Name	Renewal Type	National	State	Area	Chapter
.ast Name		Renewal Type Student-1 Year	National 7.00	\$5.00	0.00	Chapter 5.00
51.00 Last Name doe Armstrong	Name jane					

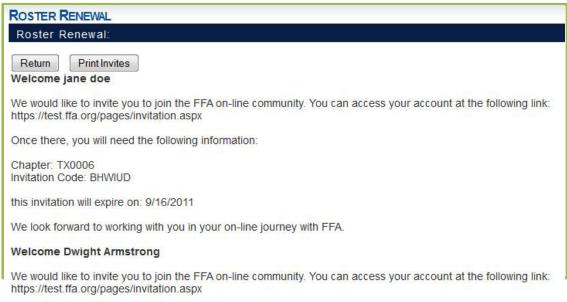
Step 4 – Invite Students.

- a. **Submit Locally** click submit locally to complete invoicing and send student invitations. Two types of invitations will generate, depending on the selection of **e-mail or hardcopy**.
- **b.** In addition, simply print the invoice for these students by selecting **Print Invoice.** (COMING SOON)

Invoice



Invitation – Hardcopy Invites



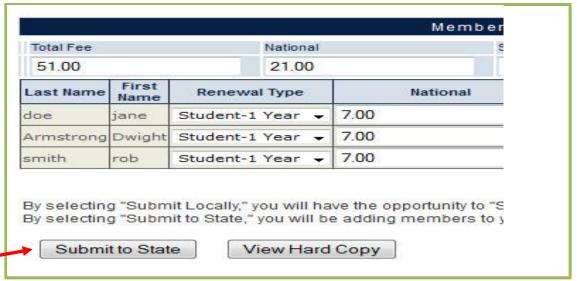
Step 5 Once there, you will need the following information:

Step 5 Submit to State.

Chapter: TX0006

Chapter: TX0006 Invitation Code: VPGPAU

You can repeat this process as needed. When roster is complete click "Submit to State" – once you have submitted to state, the option of creating student invitations will be eliminated.



- Students will be given a link to access and create their own username and password.
- You can always access student accounts and monitor their entries.