



Texas Online Submission Guide for Award Applications



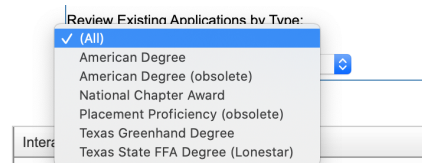
Purpose: *The purpose of this guide is to help Texas Teachers with submitting all of their award applications online through AET*

Students' Role

1. Have your students login and complete their record entries. Followed by reviewing the checklist to see what they have reading **NOT MET**
2. Your student must sign in as themselves to sign the student electronic signature portion and then enter one of their school administrator's email for their electronic signature
3. Have your student choose "Complete/Print Application" to generate a version number for their application. *(If Not Mets exists the button to generate will read DRAFT)*

Teachers' Role

1. To review your students' applications choose the REPORTS tab, Degree/Award Application Manger and use the filter at the top to view certain applications with a specific ending date.
2. If the student has generated a PDF you will see how many NOT METS the application has OR if they have not generated a PDF you will see nothing listed under the Last Saved Column:



Application	Delete	1/9/2020	Hanagriff, Roger	Texas State FFA Degree (Lonestar)	1029800	3/19/2020	5
Application	Delete	4/15/2020	Kirby, Vanessa	Texas State FFA Degree (Lonestar)			

3. Once a PDF appears under the Last Saved column with **0 NOT METS** that students' application is ready to be submitted
4. To begin submitting applications choose the "State Submission Lists and Feedback" button located above your Degree/Award application manager
5. Choose the Award Application Category that you are wanting to submit in; for example TX 2020 State Degree Check:



Submission List (click a row to view):			<-- Back to Deg/App Mgr
List Name	# Apps on List	Date Closes (CST)	
TX 2020 State Degree Check	1	5/25/2020 11:59:00 PM	
TX 2020 American Degree Check	1	5/25/2020 11:59:00 PM	
TX 2020 Superior Chapter (Form I)	0	5/25/2020 11:59:00 PM	
TX 2020 State Star	0	5/25/2020 11:59:00 PM	
TX 2020 State Agriscience Fair	0	6/15/2020 11:59:00 PM	
TX 2020 Research Proficiency Check	0	5/25/2020 11:59:00 PM	
TX 2020 Proficiency Check	0	5/25/2020 11:59:00 PM	



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- 6. Once you are on the correct category of application choose the Browse button to view applications that are ready to submit with **ZERO NOT METS**:

Submission List for TX 2020 State Degree Check

Add Applications by Version #: (Scan barcode, key-in Version #, or browse to select applicants)	<input style="width: 50px;" type="text"/>	<input type="button" value="By Version #"/>	Select Apps: <input type="button" value="Browse"/>
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- 7. Once you choose an application from the browse option it will appear in the **Submission List** at the bottom of your screen:

Submission List for TX 2020 State Degree Check

Add Applications by Version #: (Scan barcode, key-in Version #, or browse to select applicants)	<input style="width: 50px;" type="text"/>	<input type="button" value="By Version #"/>	Select Apps: <input type="button" value="Browse"/>
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Ver #	Student Name	Award	# Not Met	Chk In / Status / Award Notes	Options
1036004	Julia Smith 603051959		0	<input type="checkbox"/> <input checked="" type="checkbox"/> / A / <input type="checkbox"/>	Remove
Count : 1					

- 8. Once they are listed in the Submission List your Area Coordinator/Reviewers can check the application and determine if it is "A" Accepted or "R" Rejected (needing corrections). Check your "State Submission Lists and Feedback" button to see if your applications have been rejected by the region (Area) so your students can make appropriate corrections by the deadline determined by your Area Coordinator.

If you have ANY questions please reach out to your Area Coordinators and/or Degree/Award Committee Charimen.
 You can also reach out to Vanessa Kirby with The AET at info@theaet.com
 or Tammy Glasscock with Texas FFA at tammy@texasffa.org