



# Inviting Students to the Agriculture Career Network (AgCN)

**First...** when the FFA roster system opens on September 1, begin completing your roster for the new school year. Add/Renew students as necessary to get the students current on your Active Roster. You will need to use your Active Roster to complete the following steps.

## Steps to generate invitations for students to join the AgCN

1. Login to [www.ffa.org](http://www.ffa.org) and find the AgCN login prompt.
2. Use your teacher username & password to login to the AgCN as teacher/advisor
3. When prompted to select your "role", select Advisor
4. In menu bar on left side, select the **Manage Roster** link
5. To generate an invite for students individually (one at a time), find their name on the roster in the center of the page and look to the far right under the **Invite Code** heading. Select the printer icon to print an invite for individual students.
6. To generate invites for all students at one time, look beneath the roster box for a box titled **Bulk Actions**. Look at option 2 in the Bulk Actions box for Print Invites to generate invites for all students on your roster.

## Steps for students to access the AgCN the first time

1. Use the instructions on the invitation to login to the AgCN the first time.
2. Once logged in, create a password that you will remember and update "My Profile."

## Steps for students to access the AgCN after initial login

1. Login to [www.ffa.org](http://www.ffa.org) and find the AgCN login prompt.
2. Use your student username and password to login to AgCN
3. When prompted to select your "role," select Student

## AgCN QUESTIONS

**1. Why does a student who is on my Active roster not have an invite when I print the invitation codes?**

If a student is not list on your invitation list, it is because they already have an AgCN account. If they do not remember their login information, look on the active roster and find that student's name. To the far right you will notice that the **Invite Code** column is blank. Next to that is an icon to reset that student's password if they have forgotten it.

**2. Can I invite AgEd students who are not FFA members to join the AgCN?**

Yes. Students who enrolled in AgEd courses but are not paid FFA members can join the AgCN. Non FFA members will have fewer options available in the AgCN,

To generate an invite to the AgCN for students who enrolled in your class but are not on your active FFA roster, go to the **Add New Students** tab across the top of the roster page. Add the student name and information and in the membership type box, be sure to select **AgEd Student Only** and then add the student. You can then generate an AgCN invite.

**For more information you can call the Georgia FFA Office  
at (706) 552-4456.**