Georgia FFA Association
Agricultural Education Enrollment

The first step in the process of finalizing your AgEd student enrollment information is getting **all students** who are enrolled in your agricultural education program accounted for on your AgEd enrollment page. After you login to your Georgia AgEd account, look in the menu on the left side and select the Student Enrollment link. You will see a list of every student who was entered in your program last year (the 2016-17 school year). The enrollment page will need to be updated to reflect your student enrollment for 2017-18.

1. Course Declaration – The first thing each teacher must do is login to their AgEd account and select the Account Settings link in the left side menu bar. Make sure that all of your personal information is accurate, but then scroll to the bottom of the page and declare which courses you will teach in 2017-2018.

- To declare a course, find it in the drop down box then click the "Add Course" link to the right.
- Then select your next course from the drop down box and select "Add Course."
- Repeat that process until all courses that you will teach that year are listed.
- Be sure to hit "Save Profile Changes" once you're finished declaring courses and updating your profile.
- Each teacher at each program needs to login and declare their courses on their own profile.
- I encourage you to also declare the Approved Program of Study course for your program.
- High School graduates needing to remain on the FFA roster will need a course to declare. The Approved Program of Study course is for those graduates who are working toward the American FFA Degree.

NOTE: Each student who is enrolled in an Agricultural Education class in your program at any point during the 2017-18 school year (9 weeks, semester, year-long) needs to be entered in the student enrollment page and have their profile updated (including which course(s) they are enrolled in. If a student is enrolled in multiple classes in a year, they <u>do not</u> need to be entered multiple times. Each student should have each class that they are enrolled in for the year listed in their profile. Each student needs only one profile.

2. Gather Student Information Needed for Enrollment/Roster Entry – It will be important to begin gathering necessary student information before accessing your Student Enrollment page and FFA roster. Use the FFA Student Information Sheet to collect the information you need.
- Login to www.georgiaffa.org and select the FFA link in the menu bar across the top of the page.
- On the FFA page, select the "Georgia FFA Membership" link
- Download the Student Information Sheet and print/copy one for each student.
- Collect the student information sheets to use when it comes time to update/create profiles.

3. Student Profile Updates – Students who have been part of your AgEd program (either in 2016-17 or before) will have a profile on the Student Enrollment page. If these students will be part of your AgEd program this year (2017-18) then their profile needs to be updated.

Returning Students

- If a student was in your AgEd program last year and is returning this year, to update their profile, find their name in the Student Enrollment page and click on their name.
- When the student profile is open, update their personal information and then declare their course(s).
- Be sure to "Save Changes" before leaving the page

- If a student has been part of your AgEd program in the past, but was not in classes last year (2016-17) they were probably moved to the Deleted Students file. You can click on the Deleted Students tab and click the "Reactivate" button beside that student's name to move them back to your current enrollment page. Then update their profile and course listing (*as explained above*) and hit save.

4. Student Profile Additions – If a student is new to your program (having never been enrolled in AgEd) they should be added as a new student. There are two ways to add new students.

New Students

• Option #1 is for you (or your designee) to enter new students one at a time using the "Add New Entry" link at the top left of the page.
• Select the Add New Entry option.
• Enter the necessary information (include course) and hit save.
• Repeat the process for all new entries.

• Option #2 is to set a student access code (link is in the Student Enrollment tab on left side menu),
• Take the students to a computer lab, and have them login individually using the code you created.
• Each student should enter their profile information (including course) and "save" their work.
• When students finish creating their own profile, advisors will get an alert to approve the entries.

5. Removing Students Who Are Not In Your Program This Year – If you have students listed on your Student Enrollment page that will not be part of your program this year, those students should be moved to the Deleted Student folder so that they don't get counted toward your enrollment (and percentage FFA membership).

• To remove students from your enrollment form, click the red X to the left of their name.
• If you move a student to the Deleted folder by accident, simply go to the Deleted Student folder and "reactivate" them.

If you have questions, please call the State FFA Office at (706) 552-4456.