



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

Instructor Portal

My Home

My Profile

Program Profile

Roster Renewal

Calendar

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.



Agricultural Career Network Getting Started using the Instructor Portal

Step 1 – 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

c. Advisor homepage

Step 2 – Renewing Students

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

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

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-Members or Expired Members			
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.

ROSTER |

Roster Renewal:

Active Members

No Active Students at this time.

Non-Members or Expired Members

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

New Students

No Members match the criteria set.

Add New Switch to Clipboard

Preview Submission



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.

Switch to Clipboard

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**.

ROSTER RENEWAL

Roster Renewal:

Master Data

Submission Chapter: TX0006
Submission State: TX
Submission Date: 9/2/2011

Member Adds and Updates

Total Fee	National	State	Area	Chapter
51.00	21.00	15.00	0.00	15.00

Last Name	First Name	Renewal Type	National	State	Area	Chapter
doe	jane	Student-1 Year	7.00	\$5.00	0.00	5.00
Armstrong	Dwight	Student-1 Year	7.00	\$5.00	0.00	5.00
smith	rob	Student-1 Year	7.00	\$5.00	0.00	5.00

By selecting "Submit Locally," you will have the opportunity to "Submit to State" at a later date.
By selecting "Submit to State," you will be adding members to your Chapter as well as incurring financial responsibility to collect the above outlined fees.

Step 4 – Invite Students.

- 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**.
- In addition, simply print the invoice for these students by selecting **Print Invoice**. (COMING SOON)

Invoice

ROSTER RENEWAL

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By selecting "Submit Locally," you will have the opportunity to "Submit to State" at a later date.
By selecting "Submit to State," you will be adding members to your Chapter as well as incurring financial responsibility to collect the above outlined fees.

Invitation – Hardcopy Invites

ROSTER RENEWAL

Roster Renewal:

Welcome jane doe

We would like to invite you to join the FFA on-line community. You can access your account at the following link:
<https://test.ffa.org/pages/invitation.aspx>

Once there, you will need the following information:

Chapter: TX0006
 Invitation Code: BHWIUD

this invitation will expire on: 9/16/2011

We look forward to working with you in your on-line journey with FFA.

Welcome Dwight Armstrong

We would like to invite you to join the FFA on-line community. You can access your account at the following link:
<https://test.ffa.org/pages/invitation.aspx>

Step 5 – Submit to State. Once there, you will need the following information:
 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.

Total Fee		National	
51.00		21.00	

Last Name	First Name	Renewal Type	National
doe	jane	Student-1 Year ▼	7.00
Armstrong	Dwight	Student-1 Year ▼	7.00
smith	rob	Student-1 Year ▼	7.00

By selecting "Submit Locally," you will have the opportunity to "S
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- 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.