

Georgia FFA Association

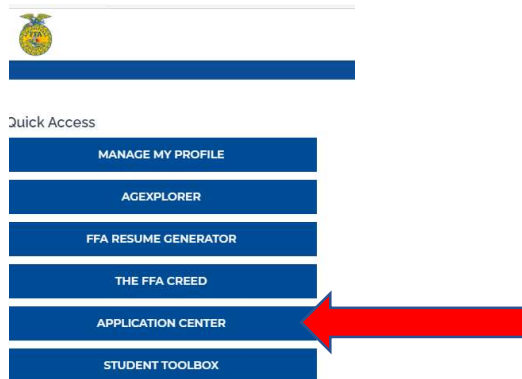
Guide to Creating a State FFA Degree Application

Created – January 2021

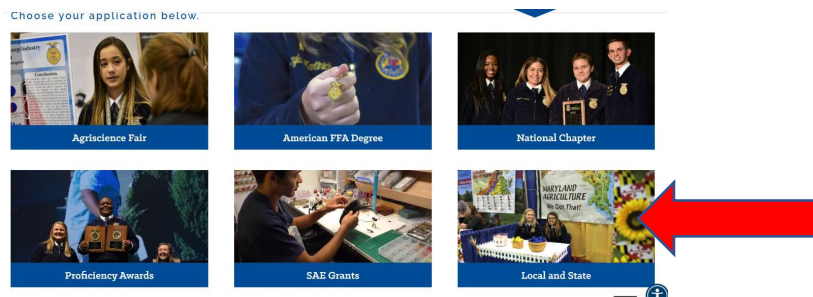
1. Students need to go to the National FFA Website and log into their dashboard



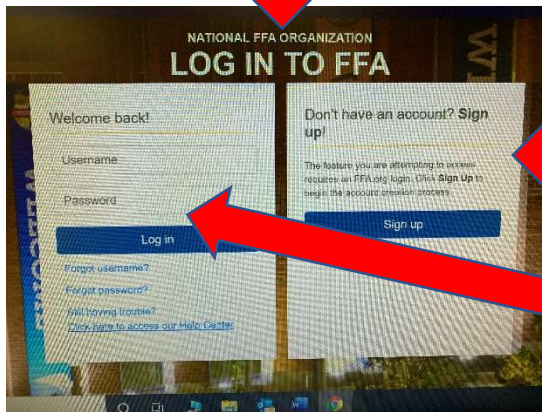
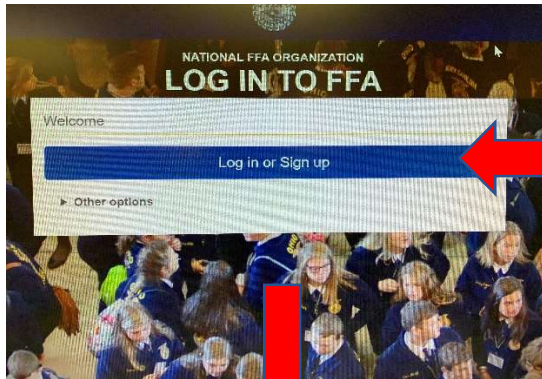
2. Click on Application Center



3. Click on Local and State



4. At this point your student(s) will need to either sign in to their MyFFA account or sign up for a My FFA Account if they have not established one already.



If your student DOES NOT have a MyFFA account, use this "Sign Up" option to establish an account.

If your student has a MyFFA account, use this "Sign In" option to access their account.

NOTE: If your student(s) do not have a MyFFA account, they will need their FFA membership ID number AND their Invite Code in order to establish an account. You can locate each student's membership ID and Invite Code on the Student Enrollment page of your Georgia AgEd site.

5. Once logged in student will need to select Georgia FFA State Degree from the dropdown menu and click “Add New.”

NOTE: If your student(s) are interested in submitting a State Star application along with their State FFA Degree, they will need to add the State Degree application first, then go add a Star application separately. Inside the Star application will be the opportunity to designate which Star category (Farmer, Agribusiness, Placement, Agriscience).

6. Once added, the application will appear in the box below

Generate/Edit Application	Unique #	Application Type	Date Created	
Application	844349	Georgia FFA State Degree	1/22/2021	Delete

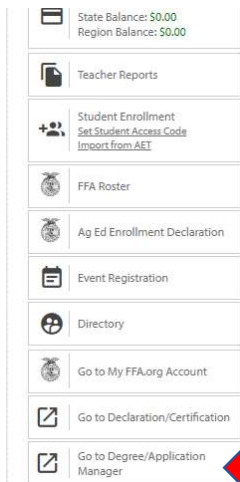
7. Click on application to begin working on their state degree

8. When a student has all “MET” in their checklist, they should access the Electronic Signatures page and enter an email address for their parent/guardian and administrator. An email will be sent allowing those parties to complete their signatures electronically. When all electronic signatures are secured, students should select the “Save/Print Application” to generate an updated PDF with a revised version number of the application.

Georgia FFA State Degree

Teacher View and Approval

1. Log into the GA Ag Ed Website – www.gaaged.org
2. Click on Degree/ Application Manager on your dashboard



3. Find your student(s) application(s)

Application	Delete	2/11/2016	Barton, Abbie	Georgia - State FFA Degree
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4. Click on Application
5. Then click on Electronic Signatures page (left side menu) to complete the Advisor's electronic signature.
6. Once the student has secured all required electronic signatures, click on the Save/Print Application link to generate an updated PDF file to ensure that the application is updated with a version number. If you choose to print a hard copy, you (or the student) can print that updated PDF file.
7. Add each completed State Degree application from your chapter in the Submission List in your Application Manager.