welcome to
YOUR PORTAL!

Your portal within the Georgia Ag Ed website is your hub for your student enrollment, FFA roster, event registration, degree/application manager, and chapter invoicing.
navigating YOUR PORTAL

Understanding the features within your Dashboard will help you know where to go to find specific information.

student enrollment  ffa roster  ag ed enrollment declaration
account balance  event registration  degree/application manager

MANAGING YOUR PORTAL
Update your current courses under the My Courses tab

- 2022-2023 Courses
  - List each course you offer
  - Create an "Approved Program of Study" for any students that have special circumstances
Every student that you currently teach (or has previously taken a course within your program) will appear on your enrollment list. This list is independent from your FFA Roster.

Every student that is currently in your classes (or is listed under an Approved Program of Study) is eligible to be on your FFA Roster. This list is built from your Student Enrollment.
MANAGING YOUR PORTAL

deactivating NON-CURRENT STUDENTS

Students from the previous year automatically appear on your Student Enrollment - they need to be removed.

Any student that does not currently need to be on your Student Enrollment should be DEACTIVATED and removed from your Student Enrollment list.

To DEACTIVATE a student:

- Look over your active student enrollment list and identify students that do not need to be listed.
- Click the checkbox next to their name and then click the Deactivate Selected hyperlink.
Students that have previously been moved to the deactivated list need to be REACTIVATED - especially your students who are pursuing State/American degrees, completing proficiency applications, etc.

This creates less confusion when students end up having multiple FFA ID numbers over several years or get duplicated within a single year for enrollment.

To REACTIVATE a student:
- Look over your deactivate student enrollment list and identify students that need to be reactivated.
- Click the REACTIVATE hyperlink next to their name.
<table>
<thead>
<tr>
<th>Entered Manually</th>
<th>Student Access Code</th>
<th>Fill in the Blanks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are entered on the enrollment individually by the teacher (or another</td>
<td>Teacher sets Student Access Code specific to your chapter.</td>
<td>Students are going to leave out information that you</td>
</tr>
<tr>
<td>trusting individual) manually</td>
<td>Set access date restrictions - make sure that they're</td>
<td>may have to go in and enter - be prepared to enter some</td>
</tr>
<tr>
<td></td>
<td>current!</td>
<td>data manually.</td>
</tr>
</tbody>
</table>

MANAGING YOUR PORTAL

FFA ROSTER

Students that have been added to your Student Enrollment are populated onto your PENDING SUBMISSION list. If anyone is missing required info - the system will tell you what’s missing and you cannot move them forward until that info is provided.

Review the students that are pending - remove any duplicated students. Click SUBMIT PENDING MEMBERSHIP.

**Once you click the submit button, you cannot remove students from your FFA Roster.**
MANAGING YOUR PORTAL

ag ed enrollment DECLARATION

After each student in an ag course has been added to your Student Enrollment and submitted to your FFA Roster, you need to submit your Ag Ed Enrollment Declaration - this lets our office know that you are finished adding students and are ready for your Affiliation Invoice.

Only ONE teacher from each chapter needs to submit the Declaration, so if you're in a multi-teacher program make sure to check that EVERYONE is finished submitting students.

Read each statement - once those steps are complete, check off the box next to the statement and then click the SUBMIT button.
account
BALANCE

All invoices and receipts can be found here!

Most invoices are automatically generated - if you need an invoice to reflect a certain date, make sure to submit any system required paperwork PRIOR to submitting your event registrations, enrollment declaration, etc.

To get a copy of your invoice, just click the PDF HYPERLINK for that specific event.

Once payments have been posted to your account, you can also download the receipt if your system needs it.
MANAGING YOUR PORTAL

REGISTERATION

Register for events from the Event Registration page. Students must be on your FFA Roster in order for them to populate on the drop down menu to be assigned to an event.

CDEs/LDEs

CONFERENCES/CONVENTIONS

REGION EVENTS
Click on the event that you need to register for.

Click on EDIT to add to specific line items.

**If you cannot locate a student on the list, verify that they are on your FFA Roster.**

To register students, choose from the dropdown menu, click their name, and then click REGISTER.

Once you’ve registered everyone - SUBMIT REGISTRATION
MANAGING YOUR PORTAL

degree/application MANAGER

Access all degrees and applications linked to your chapter.

Teachers are only able to create National Chapter Award applications.

Students must create their Degree and Proficiency applications, but once they’re created, the teacher has access to them.

**Students must have a MyFFA.org account in order to create a degree or proficiency application.**
MANAGING YOUR PORTAL

questions?
LET US HELP.

GEORGIA FFA ASSOCIATION