# **Students PROFILE Checklist & Guide**



Student Name: \_\_\_\_\_

### **Step 1: Log In to The AET**

Go to <a href="http://www.cte.theaet.com/">http://www.cte.theaet.com/</a>, and log in by

Log In choosing:

## Information needed is:

- ✓ Program ID: Provided by your teacher
- ✓ **Username:** Typically first initial and last name, but your teacher will provide. *Example, TMurphy for Tim Murphy.*
- ✓ Password: At first, this is the same as your username. A custom password can be created in the Student profile.

Student Login Information		
Our Program ID is:	My username is:	My password is:

## **Step 2: CHOOSE PROFILE:** Complete

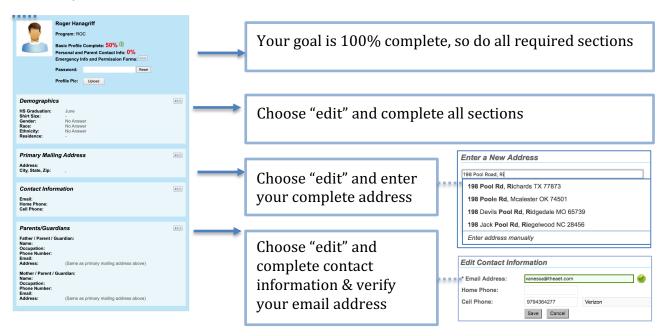
## **About You, Your Activities & Career Connector**

- Check off these important steps as you complete each one (a,b,c...)!



## **ABOUT YOU SECTION:**

\_\_ a. <u>Manage/Edit your personal profile & password</u> – this is an important step to complete all sections.



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\* once complete choose PROFILE and continue to the next section



b. Record your class schedule - through choosing "add a class" and is essential to keep records! If your class is not listed, be sure to ask your teacher to setup their courses



 c. <u>Manage your Resume information</u> – The resume builds from record book information, but be sure to liste (1) accomplishments or certifications, (2) career objective and (3) references

# About You Manage/Edit your personal profile and password Record your class schedule Manage your Resume information

## **YOUR ACTIVITIES SECTION:**



\_\_ d. <u>Experience Manager (WBL)</u> – This is where project learning experiences are developed



## **YOUR INTEREST SECTION:**



g. <u>Choose your educational & career interest</u> – Select careers that interest you, and rank them on the right side.



h. Explore Careers using O-Net – explore your career interest and learn more about educational needs, personality traits, salaries and job demand.

# Each of these maybe grades, so be complete and share your results with your teacher

# Career Connector Share your experiences with colleges, view scholarships & more! Choose your educational and career interests Onet Explore your interest using "My Next Move" AET access for Mentors and Parents/Guardians



## What is next?

- Learn more about your project setup and records in student help (part of your AET system)
- 2. Track your time experiences in the JOURNAL and any monetary investment in the FINANCES section.

## You are Ready for Records!