

6 Steps for Adding Students in AET

*You have to create an account in AET for the kids to have access.

*Help video is available by pressing the video icon.

1

Select the **"ACCOUNTS"** tab from the top menu.

2

Select **"Manage All Accounts"** to see a list of all your active student accounts.

3

In the bright green box look for "Add Accounts" one/multiple

4

Click **"Multiple"** to add! Here you can copy and paste key information to the spreadsheet from your roster. (Last Name, First Name, and Email)

****The students can fill out the rest!****

5

Click **"Save"** and review student information and make corrections if needed.

6

Choose **"Add"** to populate your student list!

TIPS: *School email is essential to connect with Google login

*Username and Password are the same when logging in

*Both are case sensitive (First Initial and Last name with first letter capitalized).

Example: VKirby