

POA Submission Directions

Once your chapter POA is completed based off the minimum requirements outlined in the ND POA Handbook, follow the directions below for how to submit.

1. Log into your chapter AET account.

First, we have to create the official document for submission:

2. Click Report and then Degree/Application Manager
3. At the top in the dropdown box labeled "add new chapter level application" choose AET Strategic Plan/POA and then click add. This will add it to the list of applications below.
4. Click "application" next to the AET Strategic Plan/POA that you created.
5. Click basic setup and then choose the strategic plan you would like to submit and then hit save.

Now that we have created the official document for submission, we now have to submit it to the state

6. Click Reports at the top of your screen and then click submission lists and feedback.
7. Scroll to find "AET Strategic Plan/POA" (note: make sure this page has the current school year in the top left corner selected) and then hit edit list.
8. Click browse at the top right and then click add next to your application.
9. You have successfully submitted your POA. If you want to verify your submission, do not hesitate to reach out to state staff.