

To Report NAMI Education Program Data

1. Use Internet Explorer to enter your data

The other browsers (Mozilla Firefox, Google Chrome and AOL) do **NOT** work properly with the database

2. Click on or copy/paste: www.nami.org/programdata

3. Click on the name of the program for which you want to report data

The screenshot shows the NAMI website interface. At the top, there is a navigation bar with links for 'About NAMI', 'Contact Us', 'NAMI Members', 'NAMI Leaders', 'en Español', 'Informational Helpline', and a phone number '(800) 950-6488'. Below this is a 'JOIN NAMI' and 'DONATE' button. The main navigation menu includes 'Mental Illnesses', 'Treatment', 'Support & Programs', 'How You Can Help', 'Find Your Local NAMI', 'NAMWalks', and a search bar. The left sidebar contains a list of categories: Research, Advocacy, Publications, Events, Convention, Discussion Groups, Newsroom, STAR Center, NAMI Store, and a login section with fields for 'username:' and 'password:', 'REGISTER', and 'SIGN IN' buttons. A large red 'X' is overlaid on the login fields. Below the login section is a 'myNAMI Account' section with links for 'Forgot Login' and 'Log Out'. The main content area is titled 'Education, Training & Peer Support Programs' and includes a welcome message: 'Welcome to the NAMI Data Collection Site. Choose the program for which you wish to report data.' A note states: 'NOTE: The data surveys changed for 2013. Please take a few moments to review them to familiarize yourself with the requested data.' The 'NAMI Signature Programs' section lists 'Classes: NAMI Basics, NAMI Family-to-Family, NAMI Peer-to-Peer and NAMI Provider Education', 'Presentations: NAMI In Our Own Voice', and 'Support Groups: NAMI Connection Recovery and NAMI Family Support Groups'. The 'Miscellaneous Events' section includes 'Meetings' and 'Program and Presentations'. A 'Related Files' section lists 'Classes Data Reporting Form (PDF File)', 'Presentations Data Reporting Form (PDF File)', and 'Support Groups Data Reporting Form (PDF File)'. A 'Tips for entering your data' box on the right contains three bullet points: 'Use Internet Explorer as your browser to enter data', 'You will need a username and password in order to enter data when clicking on any of these links', and 'This password is NOT your personal nami.org login'. A fourth bullet point asks for login information if forgotten, directing users to email namieducation@nami.org. A red arrow points from the 'NAMI Signature Programs' link to the 'Classes' sub-section. A 'YOU ARE NOT' logo is visible in the bottom left corner.

Do not input the login information into these boxes. This is a different process.

4. You will be prompted for a login by a Windows Security popup window
Enter the user name: education@nami.org
Enter the password: nami

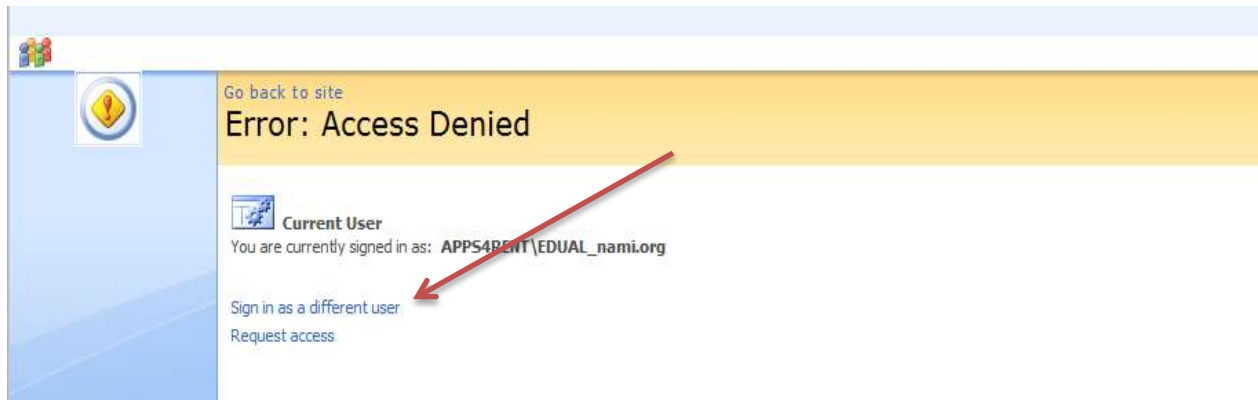


Please note this is NOT your nami.org login

7. Enter your data – click OK

A screenshot of a web form titled "Classes Survey: New Item". The form has several fields: "Program", "Teacher/Mentor Name/s", "Teacher/Mentor Email", "Facility Street Address or Name", "City", "NAMI Affiliate", "Date Class Ended", "Number of People Starting the Class", and "Number of Veterans, Active Duty or Related Participants?". There are "OK" and "Cancel" buttons at the top right. A red arrow points from the text "Enter your data – click OK" to the "OK" button. Another red arrow points from the same text to the "Teacher/Mentor Name/s" field. The "Teacher/Mentor Name/s" field has a dropdown menu and a text box. Below the text box is a note: "List at least one of the teachers/mentors who can provide more information on the class if requested. If you list more than one teacher/mentor, please separate the names with a comma." Below that is another dropdown menu with the instruction: "Type the abbreviation of your State, then scroll to choose your Affiliate. CA=Canada, IT=Italy, MX=Mexico". Below that is a date field with a calendar icon and the format "M/D/YYYY". Below that is a text box with the value "0" and a note: "This number cannot be larger than the participation number reported above, i.e. if there were 10 total participants and 6 were veterans, then report 6."

APPS4RENT\ Error: Access Denied



- You are signed into the NAMI Extranet as someone other than education@nami.org
- Choose “Sign in as different user”
 - Enter the user name: education@nami.org
 - Enter the password: nami
 - Click OK

