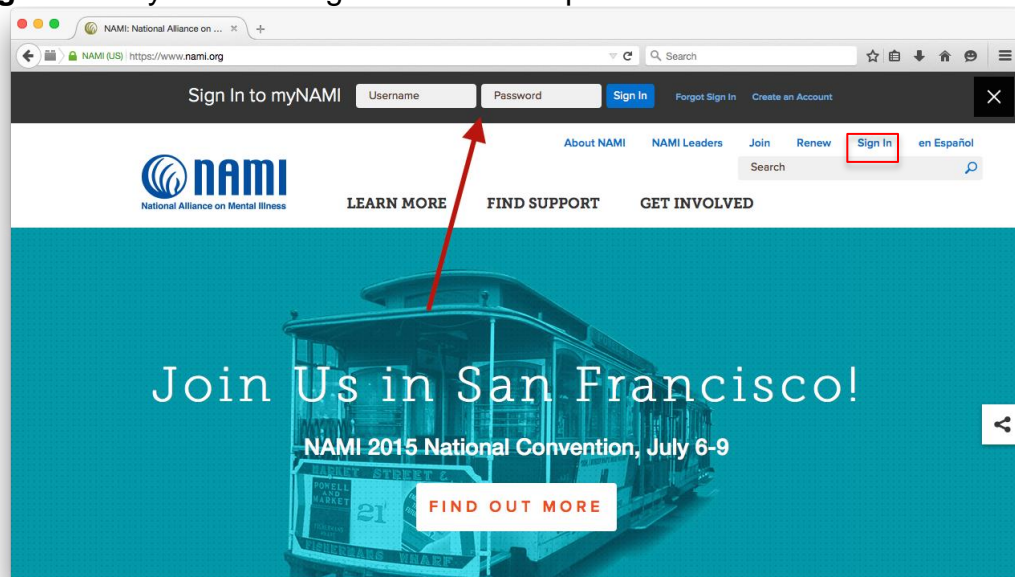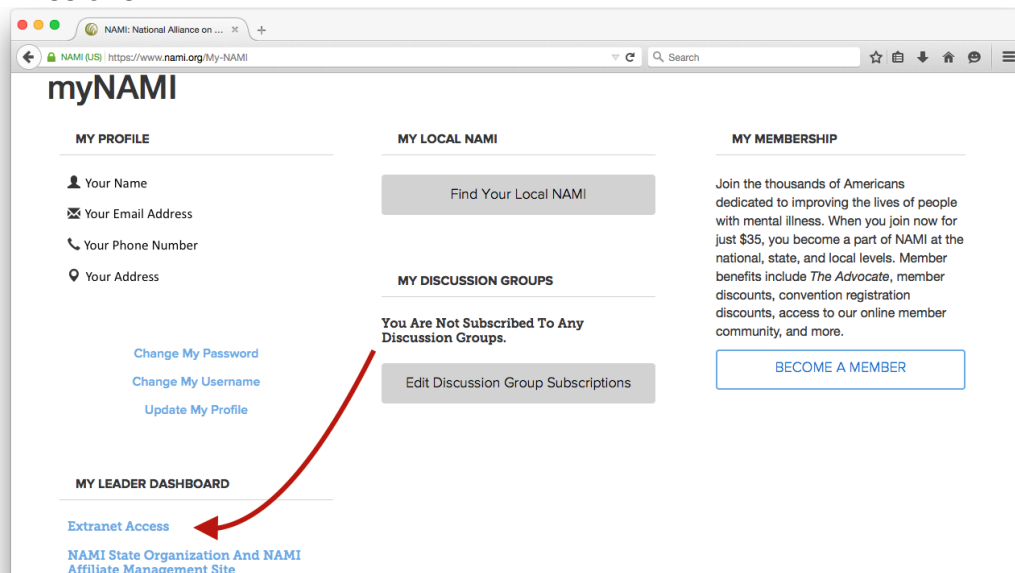**How to Access NAMI Signature Program Extranets, the Education Help Desk and Report Program Data**
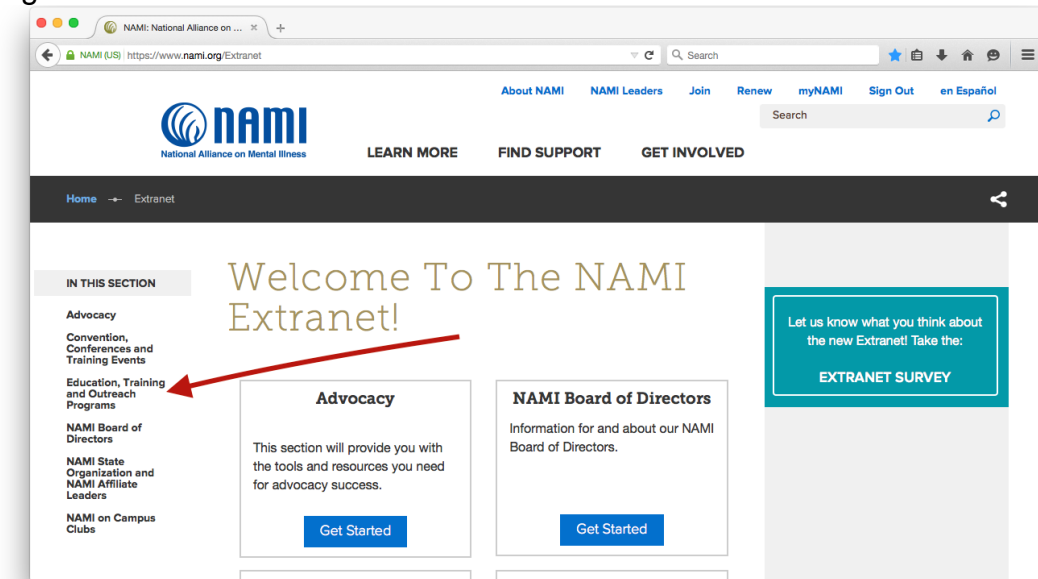
1. Go to the NAMI homepage, at www.nami.org and click on **Sign In**.

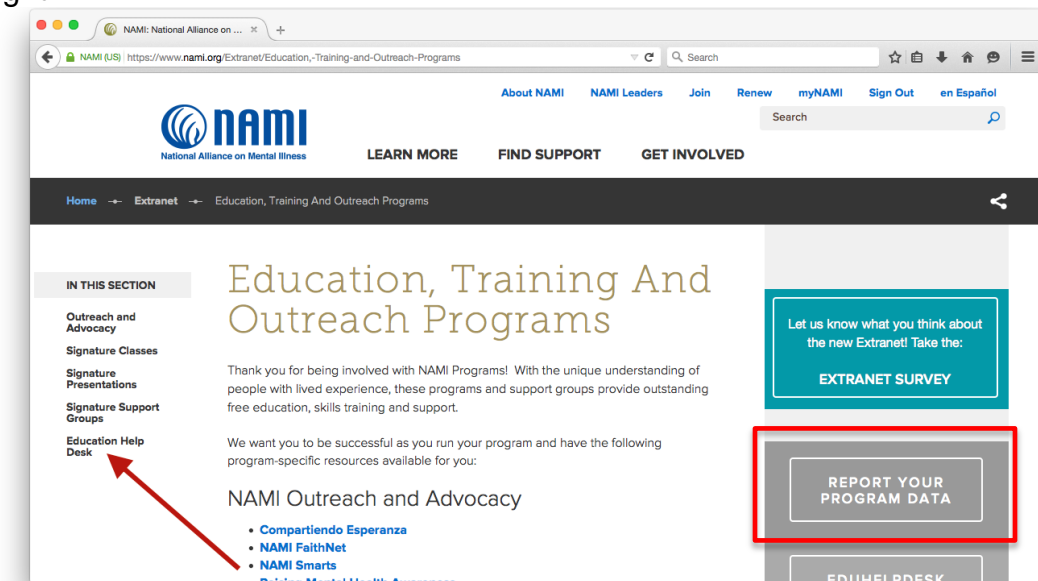2. **Sign in** with your nami.org username and password.

3. From your myNAMI page, click on **Extranet Access** under the heading **MY LEADER DASHBOARD**. **NOTE:** If your NAMI State Organization has not granted you extranet access, you'll need to contact them to give you permissions.
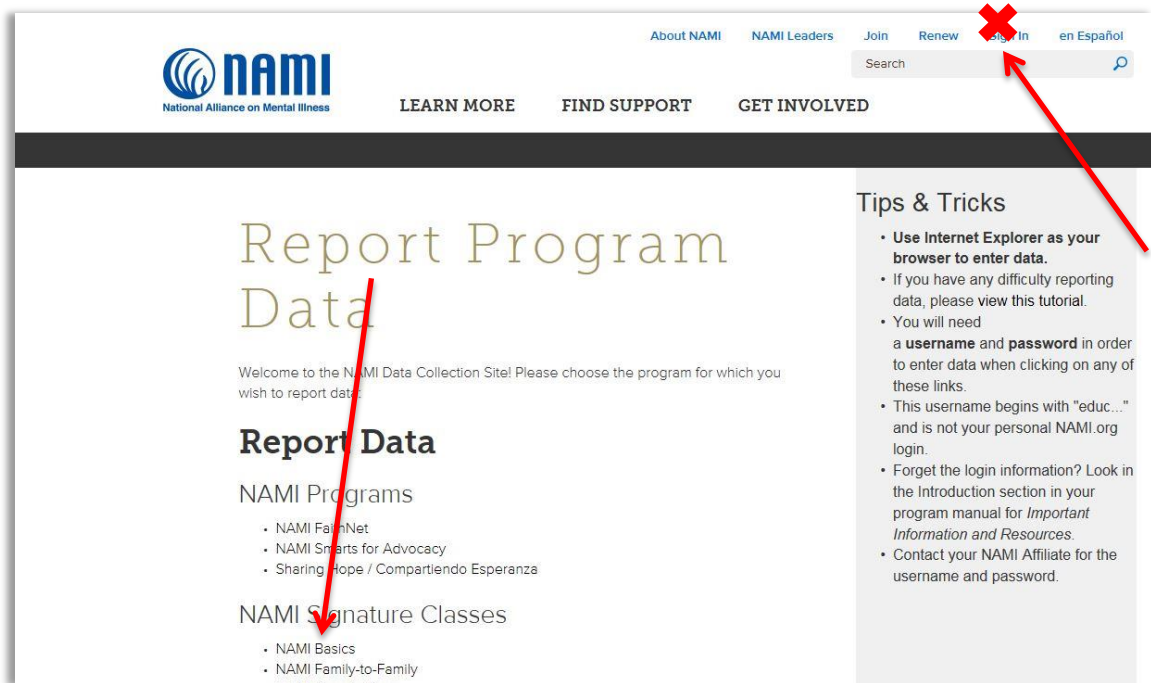
4. Click on **Education, Training and Outreach Programs** on the left side of the page.

5. Click on the name of the program you want to access. To access the Education Help Desk, click on **Education Help Desk** on the left side of the page. To report program data, click on the **REPORT YOUR PROGRAM DATA** button on the right.

6. Click on the name of the program for which you want to report data. You can also access this page directly through the link www.nami.org/programdata.

DON'T enter the login information into these boxes—this is only to access your myNAMI page
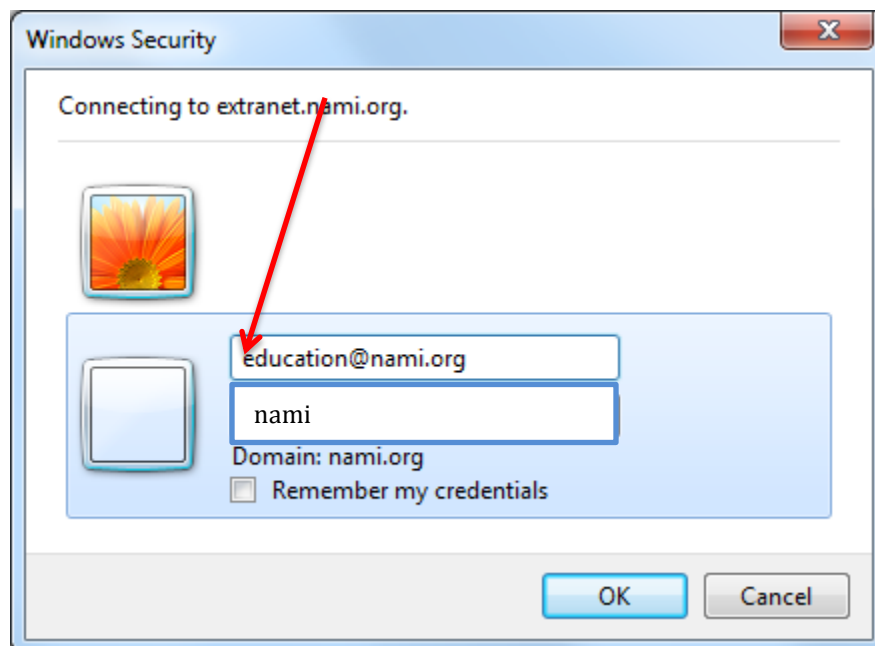
7. A Windows Security popup window will appear, asking you to log in. You may have to click **Sign in as another user** in order to enter the correct username. Please note that this is **NOT** asking for your personal nami.org login information, but for the following:

Enter the username: education@nami.org
Enter the password: nami
Then click **OK**

8. Enter your data in the boxes. Then click **OK**, and your data will be submitted and complete.

Education Classes > Classes Survey > New Item
Classes Survey: New Item

| | OK | Cancel |

📎 Attach File   * indicates a required field

Program *	[dropdown]
Teacher/Mentor Name/s *	
	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.
Teacher/Mentor Email	
Facility Street Address or Name	
City *	
NAMI Affiliate *	[dropdown]
	Type the abbreviation of your State, then scroll to choose your Affiliate. CN=Canada, IT=Italy, MX=Mexico
Date Class Ended *	[ ] 📅
	m/d/yyyy
Number of People Starting the Class *	
Number of Veterans, Active Duty or Related Participants? *	0

Troubleshooting: Compatibility View

The NAMI program data website may not work properly depending on your version of Internet Explorer. When you turn on **Compatibility View**, the webpage will be displayed in a functional version on Internet Explorer. Please note not all website display problems are caused by incompatibility. Interrupted Internet connections, heavy traffic or website bugs can also affect how a webpage is displayed.

Option 1

- If Internet Explorer recognizes a webpage is not compatible, you will see the Compatibility View icon button 🖼 on the address bar.
- Click the Compatibility View icon button
- The webpage will refresh, enter your data as usual

Option 2

- Click on the **Tools** Menu Bar (Alt + T)
- Click on **Compatibility View Settings**
- The current webpage will be automatically filled into **Add this website:**
   - If incorrect, please add http://www.nami.org/programdata
- Click **Add** – then **Close**