

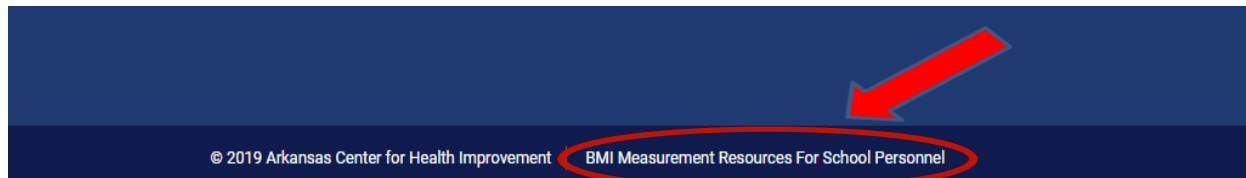
BMI Entry System Update and FAQs

Greetings and welcome to another year of BMI data entry. Below is a link to the most recent BMI Data Entry Manual for you to use when you have questions about the entry system.

Accessing the BMI Entry Site

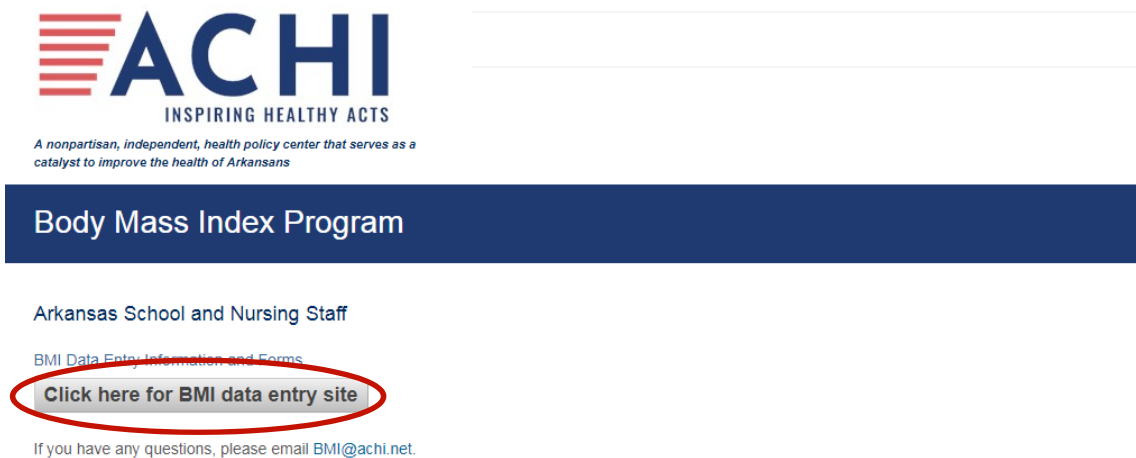
To access the BMI Entry Site please go to www.achi.net and click on “BMI Measurement Resources for School Personnel” link at the very bottom of the page (see Figure 1 below).

Figure 1. View of Bottom of ACHI Homepage.



Clicking this link will take you to the following page where you will see a button “Click here for BMI data entry site” (see Figure 2 below). This should take you to the portal log-in page.

Figure 2. View of Body Mass Index Program page on bmi.achi.net



Following this link will take you to the log in page for the data entry site. Also included on this page are scale accuracy, station, and assessment forms, along with training manuals, reports, and other helpful resources.

Frequently Asked Questions

Registering for the BMI Entry Site

- Please only register one time (i.e. Do not register with multiple email addresses or a similar email address, unless you have received a new email address from your school district).
- Since we are working with sensitive personal health information please do **NOT** give your confidential password to anyone, for any reason.
- We want the most current contact information for your data entry record. If your school email address changed please re-register using your most current school email address.
- If your school has changed the domain of their email address (for instance, @newschooldistrict.org) this year, please contact ACHI at BMI@achi.net to get the new domain added to the entry site before registering the new email address.
- You cannot use a personal email address (i.e. Yahoo, Gmail, Hotmail, etc.) to register for the entry site.
- Once you have successfully registered, please contact ACHI. **Do not wait for us to contact you.**

Problems Logging In

- Only hit the “forgot password” link one time.
- If you click on the “forgot password” link on the log in page, it could take up to 24 hours for you to get your new password.
- Or if you forgot your password, contact ACHI for assistance.
- If you are locked out, contact ACHI for assistance.

Creating New Stations

- Before creating a new station please make sure you have all the correct scale information available.
- If you have entered data incorrectly in the station please do not enter any student information using that station. It can affect the results of your student screenings.
- Please contact ACHI for assistance if you identify incorrect station information.

Reassigning and Adding Students Not on your School’s Roster

- Before adding a student, please complete a search for the student using the “Search/Reassign/New” link on the left task bar.
- After an extensive search, create a new record using the same link as above, but instead of searching for record, select “Create New Record”. Then fill out all available information and save your changes.

Child Health, School, and District Reports

- Child Health Reports can only be created through the entry site.
- You do not need to log into the entry system to gain access to School and District Reports. Once they become available, they will be posted on bmi.achi.net. If you have any questions about finding them, please contact ACHI.

Contacting Technical Assistance

- You may reach ACHI at BMI@achi.net or at 501.526.2244
- For a faster response, please use email.