REGISTER AND LOG IN

1. Login to the AFHK School Community Portal site. All schools will access the SHI through the portal (https://afhkschoolportal.force.com/AFHK_Communities_Login).
2. You’ll need to create a new login:
   - User Name: Enter the email you wish to use.
   - Password: Enter your choice of a password at least 8 letters/numbers in length

You will then see the Welcome page. There are many features to this page, as listed by the tabs.
AFFILIATE WITH YOUR SCHOOL

You can associate your login with as many schools as you wish. To do this, affiliate yourself with your school(s) by clicking on My Schools on the left side bar or the step one on the right – orange box.

Enter your school’s zip code and hit Search Schools. Select the appropriate school by clicking on the box in front of the school name. (Note: You will be able to select multiple schools at one time.) Then hit Add Selected.
Confirm your school has been added under My Profile.

Another feature is district level administrator access. This allows for affiliation with all schools in the district and the ability to enter data for multiple schools at once. To request district level access, click the orange button to request access. These requests will be vetted by national AFHK, and an access information will be emailed to the requestor.
Once you have affiliated with schools, you can go to My Profile to update information and manage schools. You will not be able to enter information or complete SHI module questions if you are not a member of your school/district wellness team. You can check on status when you proceed to your school(s) Home Page by clicking on AFHK School Portal in the upper left corner. You will be able to navigate to any of your schools by clicking on my schools and selecting that school. You will see a page like the one below.

To request to be a wellness team member, click the orange icon:

You can also invite peers to join the team by clicking the blue star icon and adding their email addresses.

People already associated with your school will be listed under this blue box as connected peers. This will help you connect with team members already in the system.
COMPLETE THE SCHOOL HEALTH INDEX

You can access the SHI by clicking on the SHI module listing on the school home page. Or, from My Schools tab, you will be able to view your affiliated schools and view SHI information by clicking on the SHI box by the school name:

You will see a screen that shows the progress of the SHI modules for your selected school.
Select the module you wish to work on. Please note that multiple peoples, if they are all members of the school’s wellness team, will be able to enter data. See MULTIPLE USER COLLABORATION section for more information. To complete the SHI, click on the appropriate response for each question. The responses are explained in the text with each question.
Responses are listed in a drop down box under the answer descriptions. The questions, answers and descriptions are exactly the same as the CDC SHI for all nutrition, physical activity and cross-cutting questions.

CC.1 Representative school health committee or team

Does your school have a representative committee or team that meets at least four times a year and oversees school health and safety policies and programs?

- SELECT -

(Required)

Once you have answered all of the questions for the module, hit the Submit Survey button at the bottom. (Users may also save their progress if they haven’t answered all the questions or need to come back later if not yet ready to submit.) Once answers have been submitted they CANNOT be changed.

MULTIPLE USER COLLABORATION

Multiple users can collaborate on the SHI

The AFHK school portal allows for multiple users to affiliate with the same school. The first user that affiliates with the school and begins a SHI assessment will the “SHI owner” and can invite others to join the school’s online wellness team. In addition, any user who affiliated themselves with a school can request to join the wellness team – which will send a message to the “SHI owner” to approve the request. All members of the school wellness team are able to fill out SHI responses, save and submit the SHI. Do keep in mind that only the most recent responses will be saved, and once a SHI is submitted it cannot be changed. However, district level users will be able to lock in district answers as a special feature of the AFHK SHI and prohibit additional users from changing. Please see the DISTRICT LEVEL section that follows for more information.
REPORTS:

After a module has been submitted, you will be taken immediately to the Module Report page. Each report highlights the school’s progress towards having scored questions **Fully in Place**, and also provides resources that help the school address their areas that have room for improvement.

The badge on the right indicates their raw score for the module and a link to the action plan. Underneath the graph, there will be links to resources for technical assistance and action plan items.
ACTION PLAN

As noted above, the action plan is pre-populated with activities based on SHI responses.

These suggested activities can then be selected by the school team based on their own needs. Actions completed can also be checked off on this plan to track progress toward goals. In addition, activities can be added by clicking on the green box (add an activity) at the bottom of the action plan.
A pop up box will allow the user to enter and action and other details for the action plan, and then save the action to the online plan.

Once all eight modules are completed, a summary report for all eight modules will also become available. The schools overall module scores will be compared to maximum score, district aggregate score (if available), and state aggregate score. Please note these are aggregates based ONLY on AFHK SHI users. Schools that complete the SHI through other venues will not be part of this aggregate data. The aggregate data will be presented so schools will not be identifiable.
HEALTHIER US SCHOOL CHALLENGE

Another feature of this report is the Healthier US School Challenge readiness. This badge on the right side will encourage schools that meet certain cut scores on selected HUSSC related questions to apply for recognition.

DISTRICT LEVEL

District level access must be requested from AFHK. Once access is granted, the district user can enter data for multiple schools at once. The district user registers and logs in to the portal. The district user will search by zip code and affiliate with a district. Then all schools for that district will show up in My Schools. The district user will select the schools they wish to enter information by selecting the box in front of the school name. Given that there are two versions of the SHI based on age groups, only elementary schools can be completed together at one time, and the same is true for middle and high schools.
Once schools are selected, you will be directed to the district school health index page. Note that your selected schools are on the left hand side. To complete the SHI, select the module and answer questions just like for an individual school. Users will note that not all questions will appear for the modules, because some questions are most appropriate to be answered by each school individually.

The district application is not a substitute for the individual school SHI completion. Once the module is completed, click on the apply answers to schools green button. This will apply the responses to all schools selected. These answers cannot be changed once submitted.