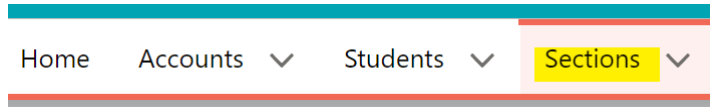


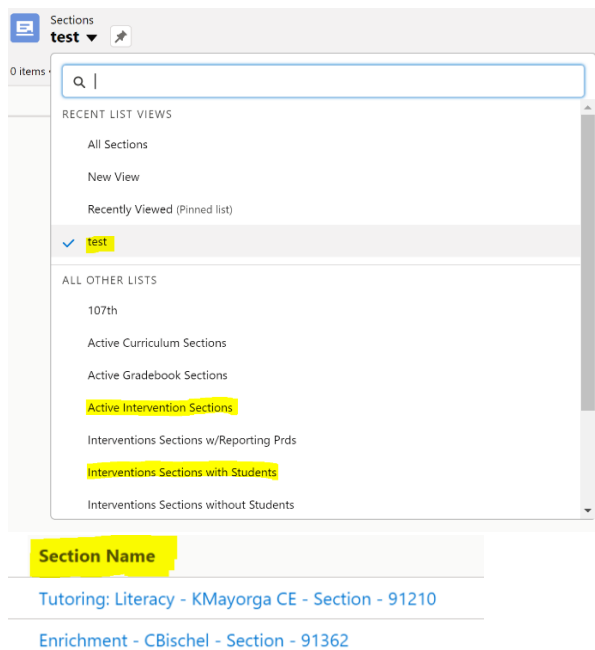


How to Enroll Student(s) into CYSH Sections

1. Go to CYSH via your [Okta Homepage](https://cityyear.okta.com) (cityyear.okta.com)
2. Find **Sections** on the blue ribbon and then click



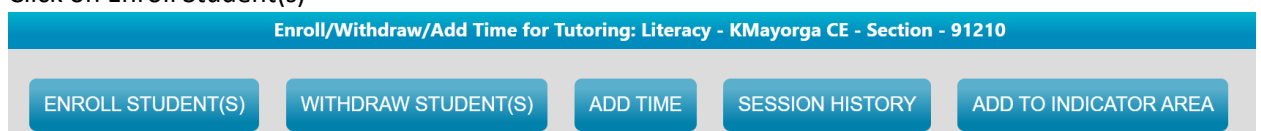
3. Select your preferred view and locate the section



4. Click on Intervention Data on the top-right hand corner



5. Click on Enroll Student(s)





6. Select the date the student first started receiving services

Note: If typing in the date, please include a time otherwise the system will not add the student(s) Ex. 8/20/2021 vs 8/20/2021 10:21 AM

A screenshot of a web form with a blue header bar. Below the header is a label 'Enrollment Date' followed by a white text input field with a red border.

7. Select the students you wish to add to the section by clicking on their name and clicking on the right arrow to move them to the adjacent table.

Tip: Use the grade and letter filters to filter the student list down to the grade level they are in and to the first letter of their name

The screenshot shows a software interface for selecting students. On the left, the 'Available Students' panel has a blue header. It includes filters for 'Filter by Section' and 'Filter by Ind. Area' (set to 7). Below these is a 'Search by Name' section with a 'Select All' button and an alphabetical index (A-Z). A table lists students with columns for NAME, CY-ID, LOCAL ID, and GRADE LI. 'Dan Jones' is highlighted. On the right, the 'Selected Students' panel has a 'Select All' checkbox and a table with columns for STUDENT and GRADE LEVEL, showing 'Graham, Paul' at grade 7. A yellow arrow points from the 'Available Students' table to the 'Selected Students' table. A red circle highlights the 'Filter by Ind. Area' dropdown and the alphabetical index. A red oval highlights the 'Select All' button and the alphabetical index. A red line connects the 'Select All' button to the 'Available Students' table. A 'CANCEL' button is at the bottom left.

NAME	CY-ID	LOCAL ID	GRADE LI
Dan Brown	CY-422242	76676	7
Dan Churchill	CY-422872	7776	7
Dan Hamilton	CY-422230	76554	7
Dan Jones	CY-422897	721	7
Dan Poole	CY-422375	78343	7
David Alsop	CY-422531	75209	7
David Berry	CY-422024	77365	7
David Ferguson	CY-422636	71254	7

STUDENT	GRADE LEVEL
Graham, Paul	7

Total Records Found: 24

8. Click Save