
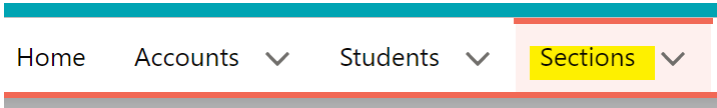
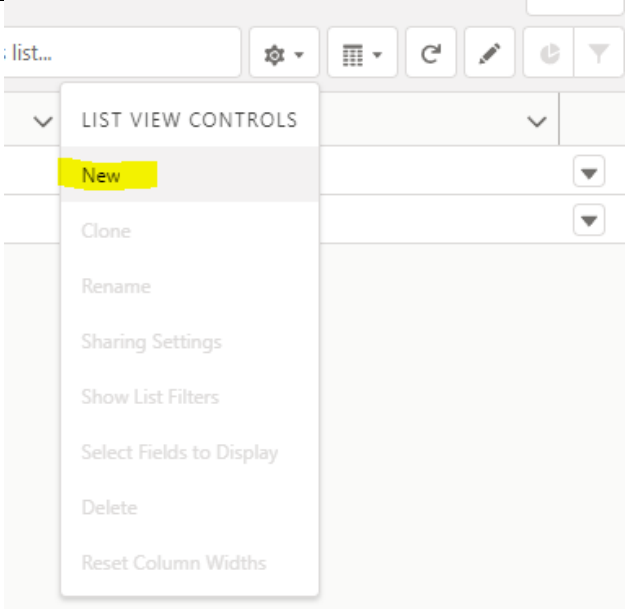




Accessing CYSH & Creating Custom Views

1. Find the CYSH tile on your Okta Homepage (cityyear.okta.com)	 A screenshot of the Okta homepage. At the top, there's a header with the text "cyschoolhouse" and "cyschoolhouse FY22". Below this, there's a large, light blue tile with the text "cyschoolhouse" and "cyschoolhouse FY22".
2. Find Sections on the ribbon and then click	 A screenshot of the Okta ribbon. The ribbon has several tabs: "Home", "Accounts", "Students", and "Sections". The "Sections" tab is highlighted in yellow.
3. Find the gear icon on the right-hand side and click on it to view the menu options. Then click on New	 A screenshot of the Okta list view controls menu. The menu is open, showing options like "New", "Clone", "Rename", "Sharing Settings", "Show List Filters", "Select Fields to Display", "Delete", and "Reset Column Widths". The "New" option is highlighted in yellow.



4. Name your view
and hit save

New List View

* List Name
New View

Who sees this list view?

☒ Only I can see this list view

☐ All users can see this list view ⓘ

☐ Share list view with groups of users ⓘ

Cancel Save

5. Update the current
filter to filter al All
Sections

Filters X

Filter by Owner
My sections

Add Filter Remove All

Filter by Owner
☒ All sections
☐ My sections
☐ Queue owned sections ⓘ

Done

Filters X

Filter by Owner
My sections

Add Filter Remove All



6. Add a Filter by clicking **Add Filter** on the right-hand pane. If you do not see it, click on the gear icon again and select **Edit Filter List**. Then click **Done**

Field: Section Name

Operator: does not contain

Value: GRADE

Intervention Primar... # of Ac

Cancel Save

Field

Section Name

Operator

does not contain

Value

GRADE

Done

Filter by Owner

All sections

Matching all of these filters

New Filter*

Add Filter Remove All

Add Filter Logic

7. Click Save

Exit Date

10/7/2021 10:55 AM

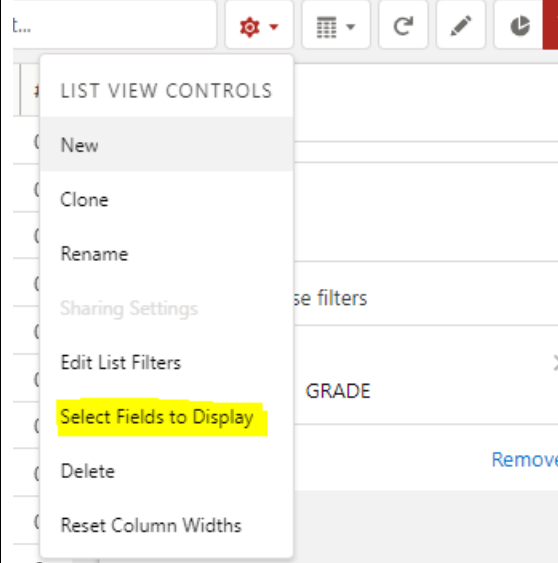
< October > 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today



- Click on the gear icon again and select the **Select Fields to Display**



- Select the following fields to display by clicking on them in the Available Fields Menu and using the right arrow to move them over. Then click Save.

School, Section Name, Intervention Primary Staff, Program, # Active Students

