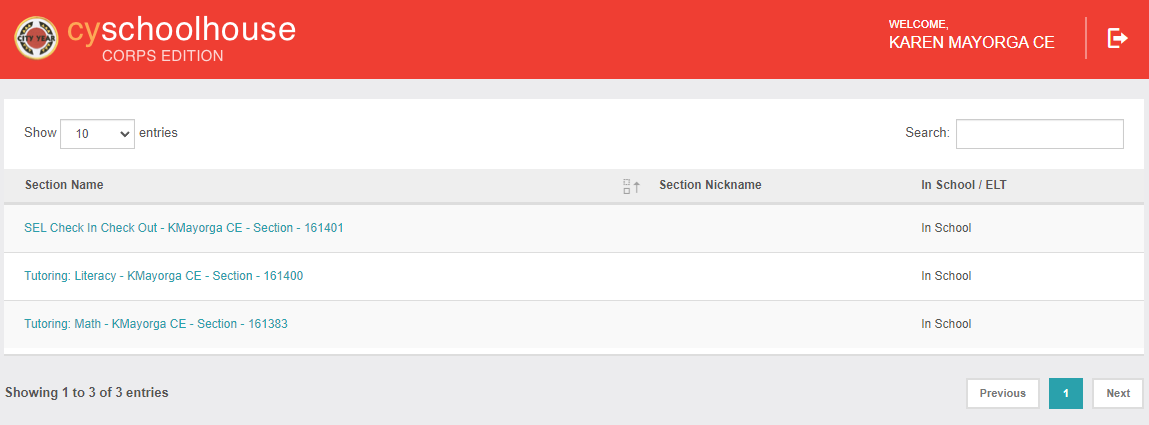
|  |
| --- |
| How to Edit Sessions in CYSH |

1. Go to CYSH via your [Okta Homepage](https://cityyear.okta.com/app/UserHome) (cityyear.okta.com)



1. Select the section you want to edit time for

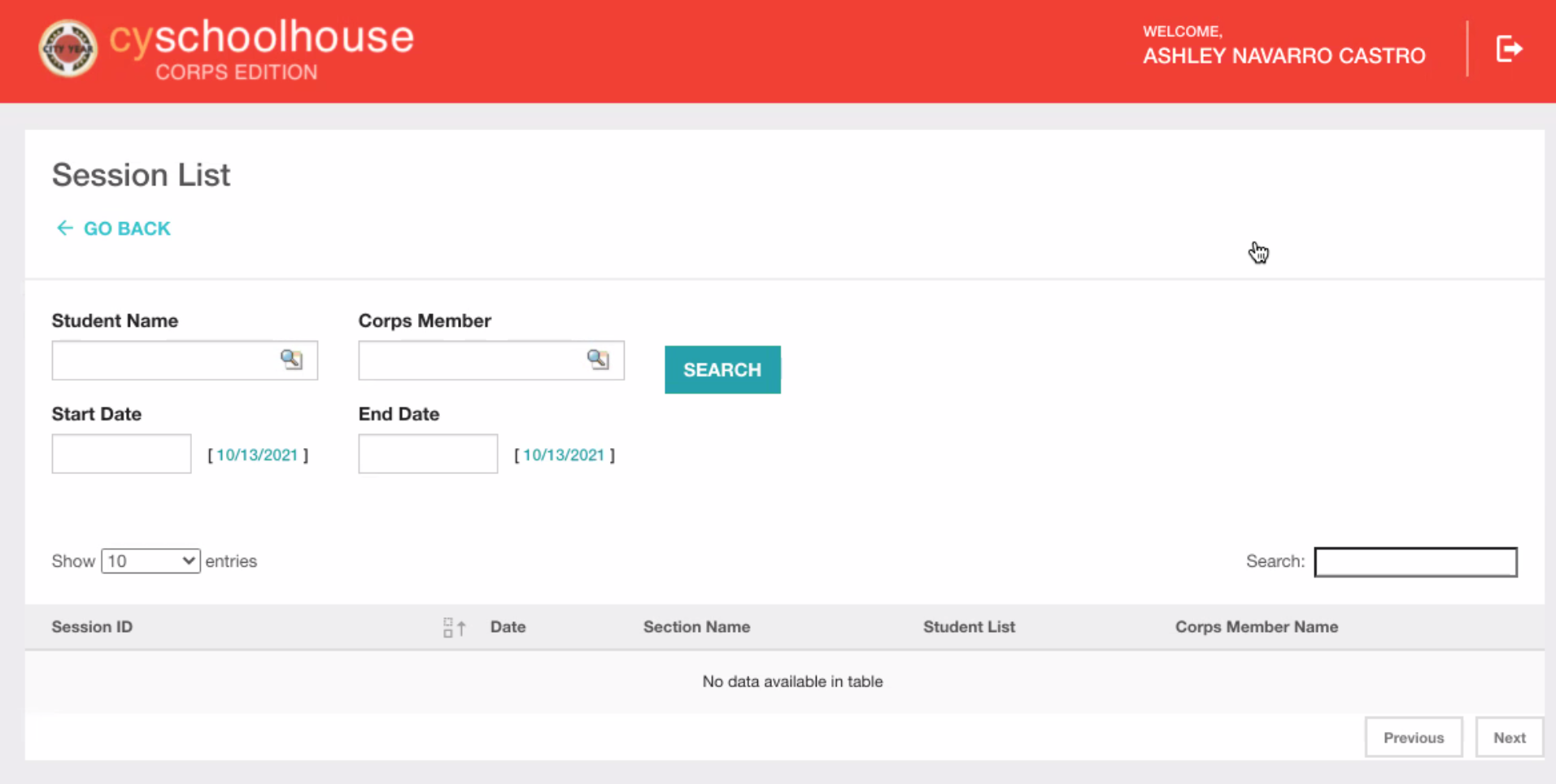


1. Click on History at the top right-hand corner

A picture containing graphical user interface

Description automatically generated

1. Find the session by using the availabe filters on the page (student name, date of session, etc)



1. Edit the session date, drop-downs, number of minutes spent on the session, OR the students in the session. Once you’ve made the desired updates, click submit!

