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| Accessing CYSH & Creating Custom Views |

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| 1. Find the CYSH tile on your [Okta Homepage](https://cityyear.okta.com/app/UserHome) (cityyear.okta.com) |  |
| 1. Find **Sections** on the ribbon and then click |  |
| 1. Find the gear icon on the right-hand side and click on it to view the menu options. Then click on New |  |
| 1. Name your view and hit save |  |
| 1. Update the current filter to filter al All Sections |  |
| 1. 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 |  |
| 1. Click Save |  |
| 1. Click on the gear icon again and select the **Select Fields to Display** |  |
| 1. 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** |  |