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| How to Withdraw Student(s) from CYSH Sections |

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| 1. Go to CYSH via your [Okta Homepage](https://cityyear.okta.com/app/UserHome) (cityyear.okta.com) |  |
| 1. Find **Sections** on the blue ribbon and then click |  |
| 1. Select your preferred view and locate the section |  |
| 1. Click on Intervention Data on the top-right hand corner |  |
| 1. Select the student(s) you wish to withdraw   \*If you are removing more than one student at a time and they have different exit dates, you will need to go through this process for each student individually by exit date |  |
| 1. Click on WITHDRAW STUDENT(S) button on the top |  |
| 1. Select a date or enter date and time   **\*Note: if the students have different exit dates, you will have to go through this process for each student at a time** |  |
| 1. Select an exit reason and click save |  |