**Date:** 4/20/2023

This document provides instructions on how to run a report for a cohort of students at a school utilizing the CTE Data Hub. This task requires obtaining your school's unique login. Questions can be sent to JeVance@gov.IN.gov.

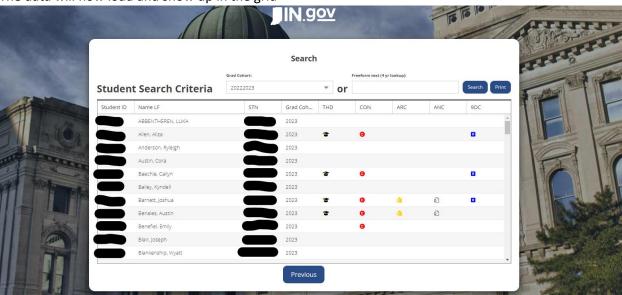➢ Enter the 4 digit school code and school specific password that has been provided to you

➢ Select the specific grad cohort term or search for a student and then select "Search"



➢ The data will now load and show up in the grid

➢ Left click on a student row to see more details in the individual student record screen