# eSchool Data Instructions for Right Reason Extract

1. Login to eSchoolData
2. Go to Reports tab
3. Click on Custom Reports in the Sub Navigation
4. On the left navigation click “Access Downloads”
5. Click on the access.zip to download.
6. Extract the access database and open in access
7. Go to the “Data Output” tab
8. Find the Right Reason Technologies Extract button
9. You may need to create a folder on your C: Drive called RRT or this may not work.
10. The extract should download several files prefixed with RRT. These files should be sent to us.