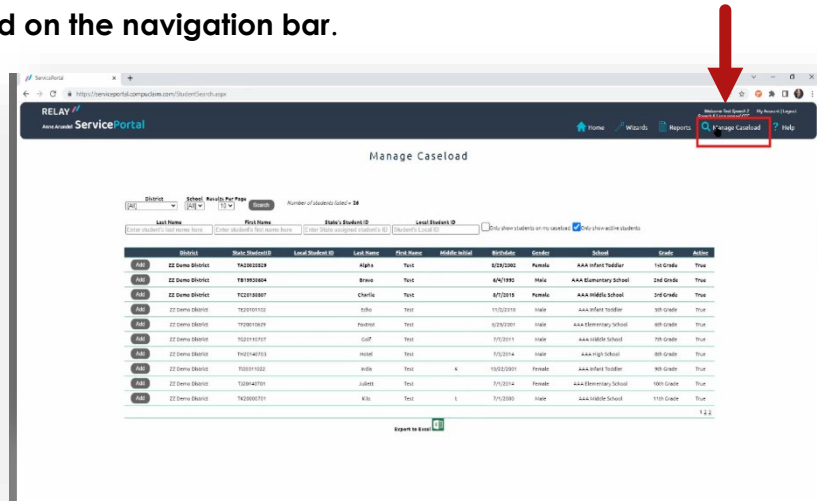# Managing Your Caseload in Relay

Managing your caseload is an efficient way to find the students you frequently work with.

**Step 1: Click on Manage Caseload on the navigation bar**.

You'll be taken to a screen containing a list of the students available to add to your caseload.

The list is determined by the access level you've been granted by your administrative team.


Step 2: Finding Students

You can find students either by searching using the fields provided or by scrolling through the list of students.
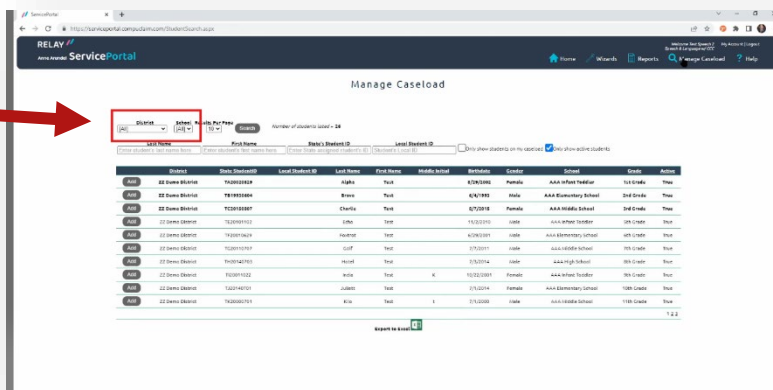
If you would like to find all the students within a specific school you can change the "**District**" and "**Schoo**l" filters at the top of the search area.

Step 3: Adding or Removing Students

You'll notice an "**Add**" button to the left of each student. Simply click that button to add students to your caseload. Conversely if you need to remove a student from your caseload, simply click "**Remove**" and they will no longer show up.
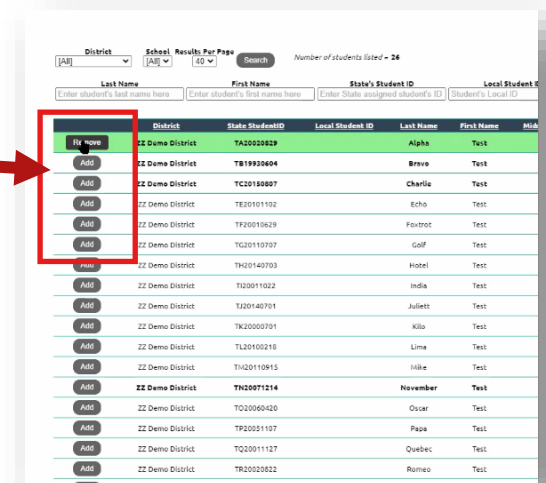
Your caseload will now show up on your homepage. And you can begin logging services simply by clicking on the student's name. **Medicaid eligible students appear in bold.**