



## University of Central Oklahoma

### Steps to Using NHIDIST

Type in the form name: **NHIDIST**  
Enter COA: **1**  
Enter ORGN: **010016**

**Control Page Down**

**This section requires you to hit the F8 key to gather information after you enter your criteria.**

**You will use the bottom scroll key to enter the FY information.**

**Then hit F8**

**Go to your options key and use data extract to pull the information into an excel spreadsheet.**

**You can manipulate the information as needed.**