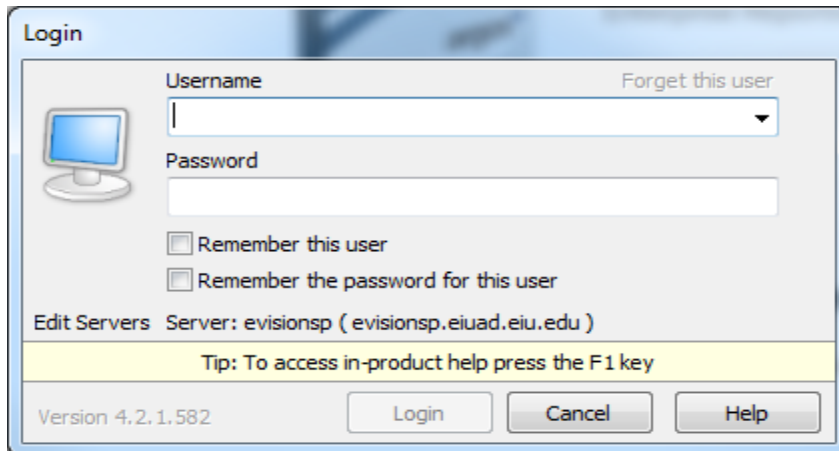


Argos Report Viewing Instructions

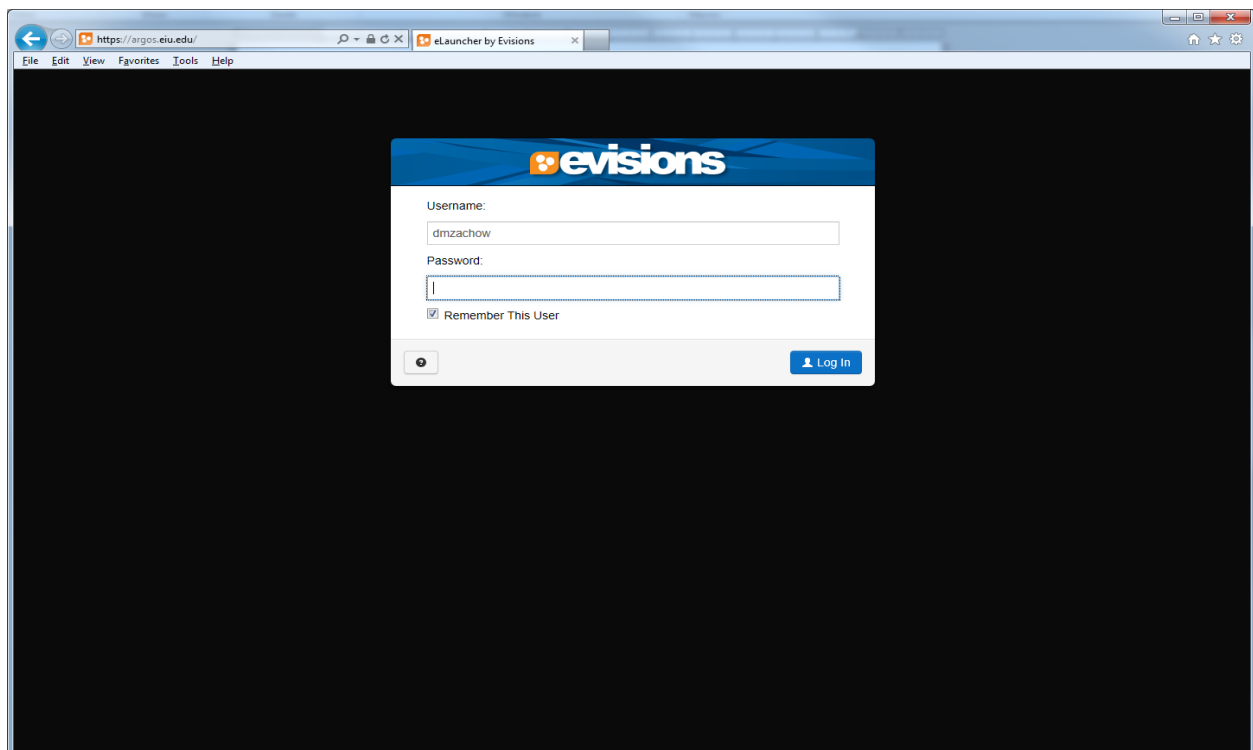
Step 1: Open Internet Explorer and enter the URL: <https://argos.eiu.edu/argos/> into the Internet Explorer address bar and hit enter.

Step 2: Next, you will be prompted for a username and password, assuming your account has been setup by Cathy Ashmore in ITS, you should now be able to put in the same username and password you use to sign on to the EIU domain.



Version 4.2.1.582

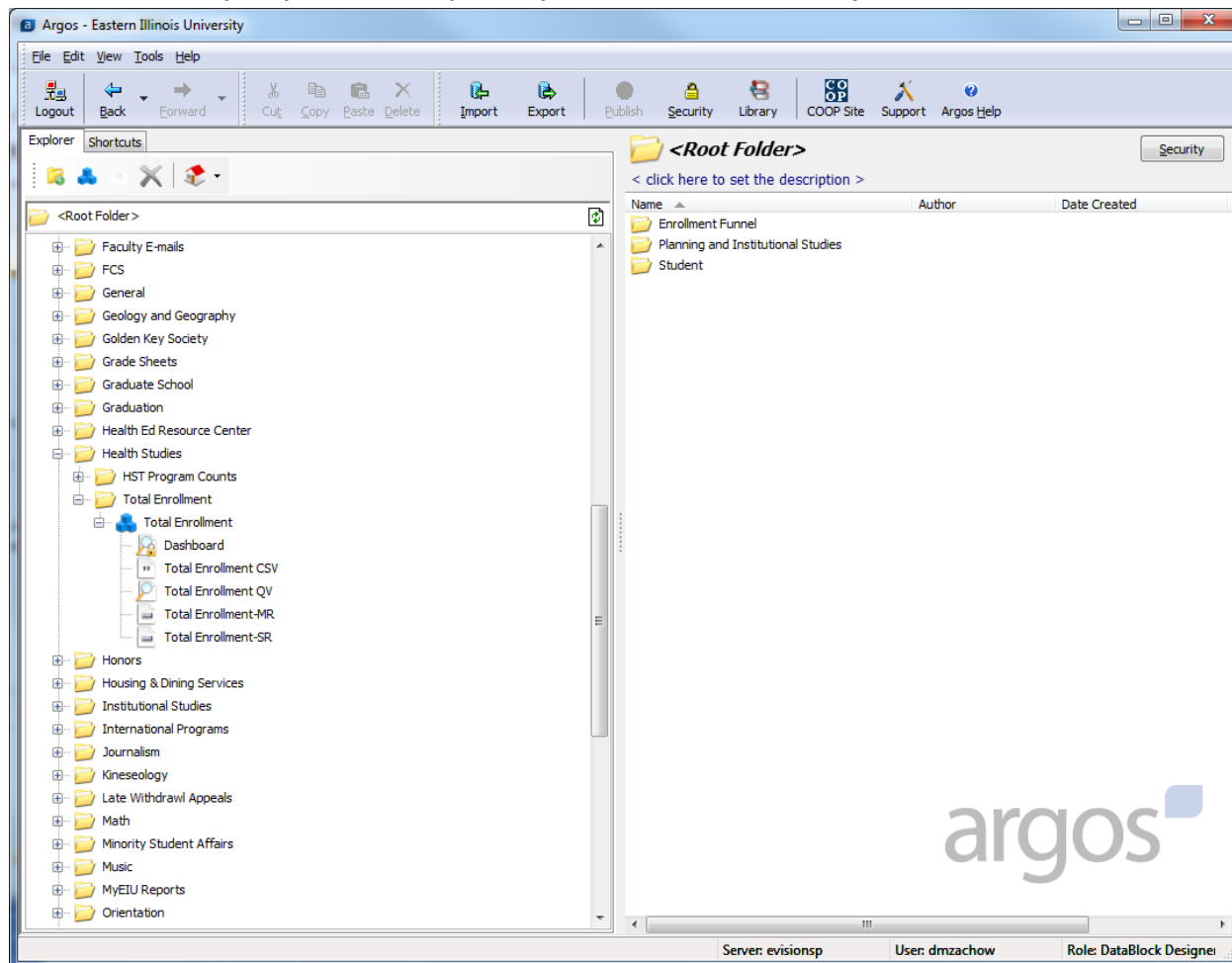
If you are using the Web Viewer, the login screen will look like this:



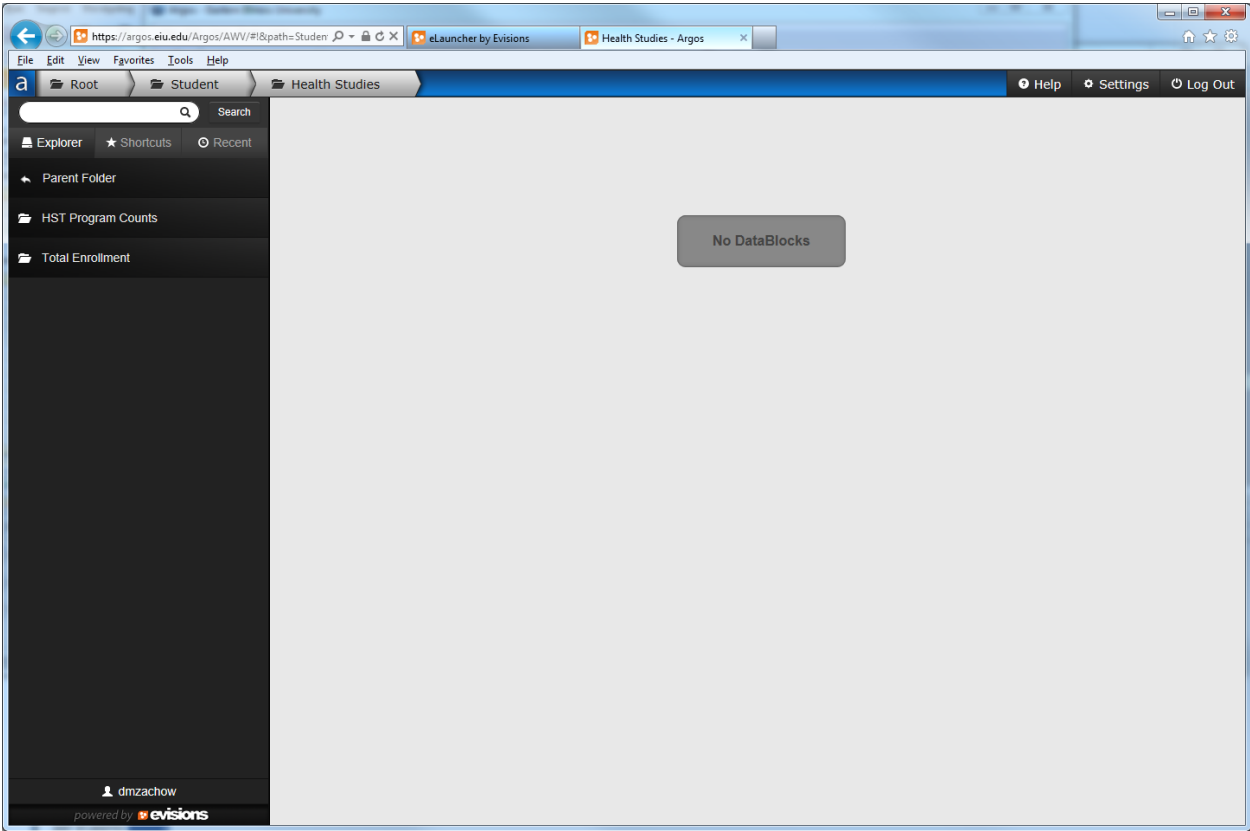
Step 3: You have now successfully logged into Argos, from here you can see all folder you have access to.

- + Health Studies
- + Minority Student Affairs
- + Student

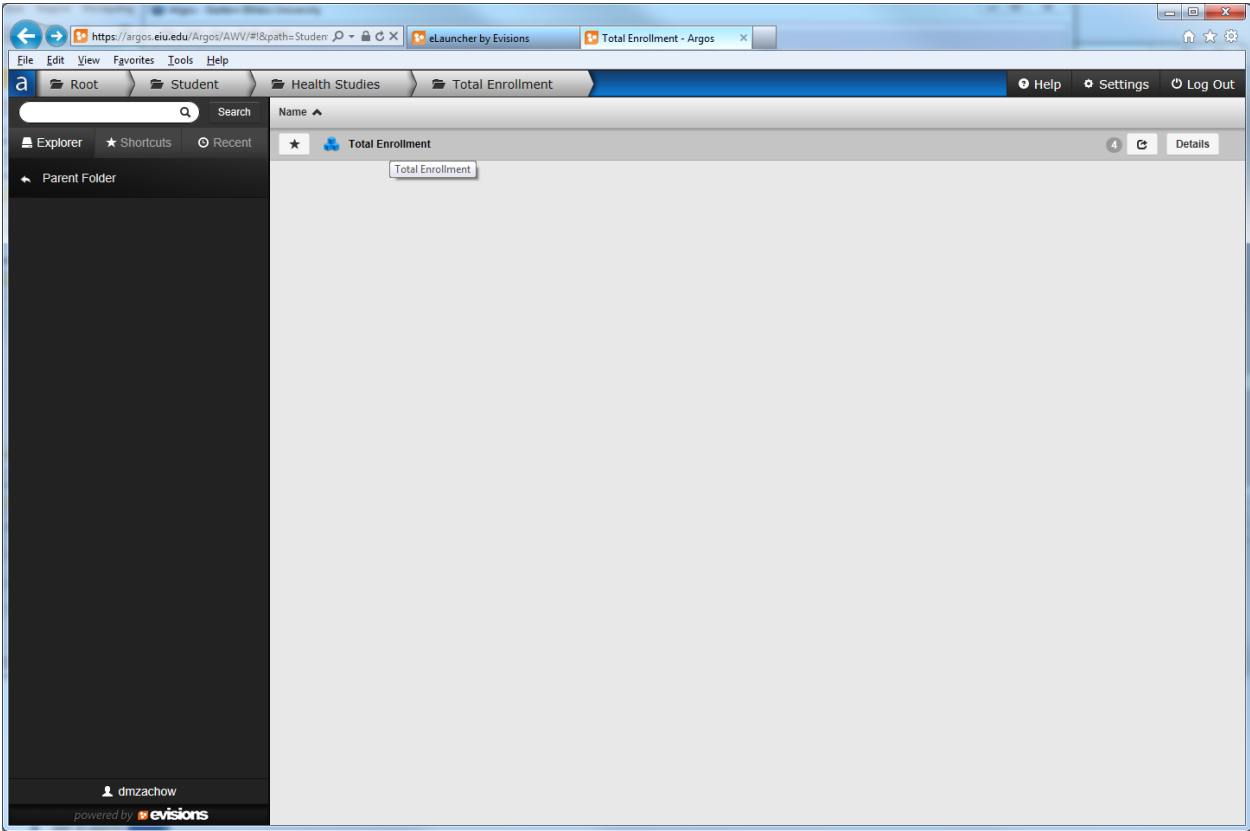
Step 4: You can click the plus sign to see subfolders, data blocks and reports. You can simply doubleclick the report you want to open. Reports can be found directly under data blocks.



Step4 WEB Viewer: Click Student, click Health Studies:



Click Total Enrollment:



Step5: Once inside the report simply follow the directions or select the parameters that need to be specified in order to get the report results and click the go button or the report may run automatically. The report screen looks the same in the WEB Viewer.

Select your academic period, course(s) and section(s) and click go. Results will than appear in the results window. Right click and choose save results and select the fields you wish to keep and save.

If you are using anything other than the quick view report, simply choose the parameters and click the next button in the bottom right.

TERM: 201390

COURSE (MULTI-SELECT ENABLED): HST0000, HST1120, HST2000, HST2200G, HST2250, HST2270, HST2320, HST2600

SECTION (MULTI-SELECT ENABLED): 001, 002, 003, 004, 005, 006, 007, 008, 009, 010

Go

ID	NAME	ACADEMIC...	PRIMARY_...	PROGRAM...	MAJOR	MAJOR_DESC	SECOND_M...	SECOND_M...	THRD_MA...	TH...
----	------	-------------	-------------	------------	-------	------------	-------------	-------------	------------	-------

This report may contain confidential records and/or personally identifiable student or employee information which may not be released internally or externally without prior approval from the Registrar/FERPA officer or the General Course/FOIA officer.

Retrieve a maximum 50 record(s)

Get Close

Step6: There may or may not be a results window, if there is the results will appear in the results window and you can save sort them on by simply clicking on the field names you wish to sort by. Once you have the results you want you can save them by right clicking the results and choosing to save as and following the given prompts. Save the results to your desktop for added convenience.

The screenshot shows a software window titled "Testing Total Enrollment". At the top, there is a yellow instruction bar: "Select your academic period, course(s) and section(s) and click go. Results will than appear in the results window. Right click and choose save results and select the fields you wish to keep and save." Below this, a "TERM" dropdown is set to "201390". A secondary instruction reads: "If you are using anything other than the quick view report, simply choose the parameters and click the next button in the bottom right." The main area contains a table with columns: COURSE, ID, NAME, ACADEMIC..., PRIMARY..., PROGRAM..., MAJOR, MAJOR_DESC, SECOND_M..., SECOND_M..., THIRD_MA..., TH... The table lists various courses like HST3360, HST3400, HST3500, HST3700, HST3765, HST3800, HST3910, HST3920, HST3930, HST3940, HST3950, HST3960, HST3970, HST3980, HST3990, HST4000, HST4010, HST4020, HST4030, HST4040, HST4050, HST4060, HST4070, HST4080, HST4090, HST4100. A "SECTION (MULTI-SELECT ENABLED)" list on the left shows options 001 through 010. A "Go" button is located below the section list. At the bottom, there is a "Retrieve a maximum 50 record(s)" field and "Get" and "Close" buttons. A disclaimer at the bottom states: "This report may contain confidential records and/or personally identifiable student or employee information which may not be released internally or externally without prior approval from the Registrar/FERPA officer or the General Counsel/FOIA officer."

If you are using the Web Viewer, to save the results, click on the gear in the lower right hand corner. Choose Export All to CSV. Choose Save File As and following the given prompts. Save the results to your desktop for added convenience

The screenshot shows a web browser window displaying a dashboard for 'Students without Advisors'. The browser address bar shows the URL: https://argos.eiu.edu/Argos/AWW/#!&path=Studer... The dashboard includes a navigation menu with 'Root', 'Student', 'Academic Advising', and 'Students without Advisors - Dashboard'. Below the navigation is a toolbar with 'No Saved Settings', 'No Reports', and 'Run'. The main content area features a table of student data with columns: NAME, ID, EMAIL_ADD, REGISTRE, MAJOR_DESC, SECOND_M, THIRD_MAJ, FIRST_CON, SECOND_CO, and FIR. A context menu is open over the table, showing options: Filter, Order Columns, and Export All to CSV. The 'Export All to CSV' option is highlighted. Above the table, there are dropdown menus for 'Select Academic Period' (201430) and 'Select Prior Academic Period' (201390), along with a 'Go' button. The Eastern Illinois University logo is visible in the top right of the content area. A disclaimer at the bottom of the table area reads: 'This may contain confidential material and/or personally identifiable student or employee information protected by law, and may be shared only with employees that have the proper authorization to view the information. Redistribution of this information to a third party requires prior approval from the Registrar/FERPA officer or the FOIA officer.'

NAME	ID	EMAIL_ADD	REGISTRE	MAJOR_DESC	SECOND_M	THIRD_MAJ	FIRST_CON	SECOND_CO	FIR
Abitz, Ashle...	E12298903	adabitz@eiu...	201430	Lakeview Co...					
Alexander, E...	E12425808	ealexander...	201390	Lakeview Co...					
Amis, Amy M.	E12033226	amamis@eiu...	201430	Not Seeking...					
Backlin, Zac...	E12409515	zbacklin@eiu...	201390	Lakeview Co...					
Balkan, Tara...	E12052498	tbalkan@eiu...	201430	Lakeview Co...					
Bannon, Allaha	E12415221	abannon@eiu...	201430	Lakeview Co...					
Baumgartne...	E12017332	spbaumgart...	201430	Not Seeking...					
Bennett, Dor...	E12067304	dbennett@eiu...	201430	Not Seeking...					
Bierman, Eri...	E12394730	ebierman@eiu...	201430	Lakeview Co...					
Biggs, Tara A.	E12322798	tbiggs@eiu...	201430	Lakeview Co...					
Binder, Ryan...	E12087832	rbinder@eiu...	201430	Not Seeking...					
Bledsaw, De...	E12436932	ddbledsaw@eiu...	201430	Lakeview Co...					
Blitz, Erin A.	E12052551	eablitz@eiu...	201390	Not Seeking...					
Blount, Jaco...	E12425828	jblount@eiu...	201430	Lakeview Co...					
Bowman, Za...	E12246463	zkbowman@eiu...	201430	Lakeview Co...					
Brown, Jord...	E12103147	jbrown13@eiu...	201430	Lakeview Co...					
Buell, Sama...	E12393514	sbuell@eiu...	201430	Lakeview Co...					
Burns, Whit...	E12447320	waburns@eiu...	201430	Lakeview Co...					
Bushur, Bre...	E12322957	mbushur@eiu...	201390	Lakeview Co...					
Buzzard, Me...	E12297626	mbuzzard@eiu...	201390	Lakeview Co...					
Callendo, As...	E12432595	acallendo@eiu...	201430	Lakeview Co...					