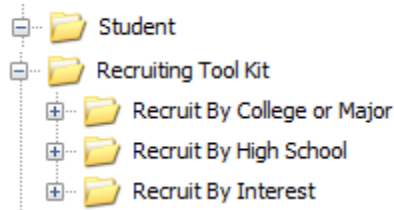


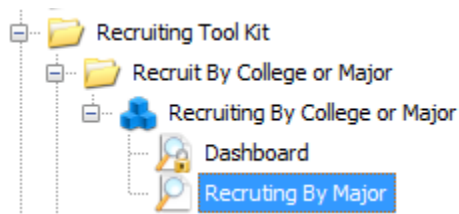
Instructions For The Recruiting Tool Kit

Step 1: Login to Argos

Step 2: Scroll to the Student/Recruiting Tool Kit Folder



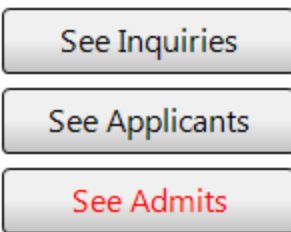
Step 3: After deciding which way you would like to recruit, double click the report to run it.



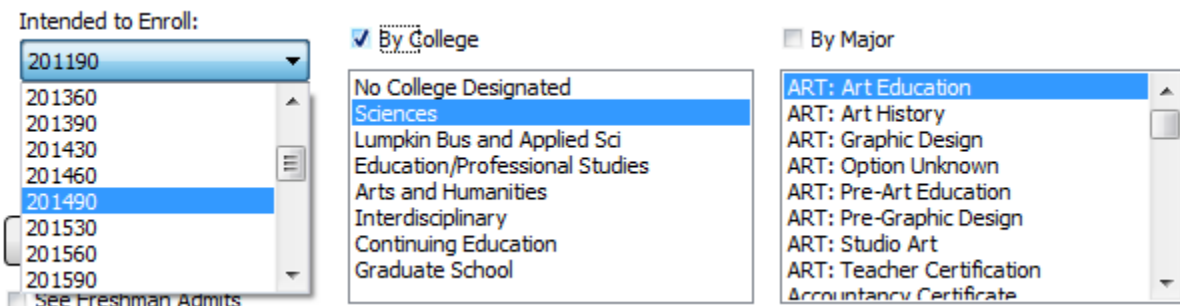
Instructions For Recruiting By College, Major or Interest

Step 1: Open the report Recruit By College or Major, or Recruit by Interest.

Step 2: Choose whether you want to see Inquiries, applicants or Admits



Step 3: Choose the term the prospective student is intending to enroll and whether you want to search by College or Major.



Step 4: Select whether you would like to see Freshman or Transfer prospective students.

See Freshman Admits

ID	LAST_NAME	FIRST_NAME	ADMIT_DATE	EMAIL	GENDER	STREET	CITY	STATE_PR...	POSTAL_C...	PHONE	MAJOR_DESC	SECOND...
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0 items

Run Report

Step 5: Click the run report button to see the results:

Step 6: Save the results by following the instructions in the right hand corner.



To save results as an Excel worksheet:

- * Right click in the result box.
- * Click the 'Save results' button.
- * Uncheck fields that are not needed.
- * Click the Save button.

Instructions For Recruiting By High School

Step 1: Open the report Recruit By High School

Step 2: Choose the term the prospective student is intending to enroll and what High School they attend:

All prospects by High School

Select Academic Period

201490

Go

Select High School

Charleston High School
Chatham Academy
Chester High School
Chicago Academy For Arts
Chicago Academy High School
Chicago Bulls College Prep

Step 3: Click the Go Button and save the data using the instructions in the upper right hand corner.

Step 4: Save the results by following the instructions on the page.