

## ARGOS Coordinator Facts Sheet

1. Go to <http://tinyurl.com/qyf5atj>
2. Using NetID user name and password, log into Evisions
3. Select one of the options listed under Name (items in the grey area only)
4. Right now the options are:
  - a. Forms
    - i. Admission Decision
    - ii. Change Student Status

*NOTE: after submission of either of the forms, there is a manual process that must be performed by the Graduate School before the request appears in BANNER and before the information appears in any Reports.*

- b. Reports
  - i. Admit Report by Term
  - ii. Student Registered by Term
  - iii. Student Look-Up via Email
  - iv. Student Advising/Tracking
  - v. Graduation Data
  - vi. All Active Students by Program
  - vii. Application Data Overview
  - viii. Check Faculty Status by Name

To navigate between Forms and Reports, click "Coordinator Reports" in the top navigation bar. If you get onto a screen you do not recognize, just go back to step 1 and it will take you back to the main page.

Please note that if you are not on UALR's campus and are using the UALR VPN ( <http://ualr.edu/itservices/applications/v/vpn/> ) you will need to access AROGS at the following address:

<https://evisions.ualr.edu/Argos/awv/#!/&path=UALR.Campus+Reports.Graduate+Scho ol.Coordinator+Reports>