Instructions for running the ADVR001 report of advisees

The ADVR001 Argos report can be used to check on what courses your advisees are registered for. To run it:

1. If off-campus, connect to the Cisco AnyConnect VPN. You must be connected to the VPN to use any Argos report.

2. Direct your web browser (Chrome, Firefox, Explorer, all work) to

   https://mapsbox.id.nmt.edu

3. Login with your Argos username and password. If you don't know these, contact help@nmt.edu.

4. You will be taken to the revisions|eLauncher web page. Click on "Argos Web Viewer" to start up the Argos reporting application.

5. On the left side of the screen, you'll see a folder labeled "Student" (along with Finance and NMT Shared.) Click on the "Student" folder. Then click on "Faculty Reporting" and "Advisor Reports and Placement Forms."

6. Click on "ADVR001 - Current Advisor Data - New and Recent Students ..."

7. Select the term that you're interested in. e.g. "202120 - Fall 2020" to look at fall 2020 preregistration.

8. Click on "Reports" to open up a pop-up menu. Select "ADVR001 Advisor Current Advisee Report With Photos" to get a readable .pdf report.

9. Click on "Run" to run the report. The report will take a few minutes to run.

10. Your web browser will download a .pdf file containing the report. You can view the report with Acrobat or any other .pdf viewer. For each of your current advisees, the report will show what courses they're registered for in the selected term, along with contact information.