

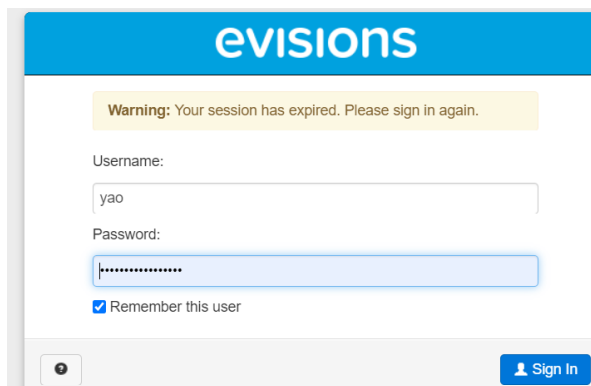
# Instructions to Access Argos Reports

## Key Points:

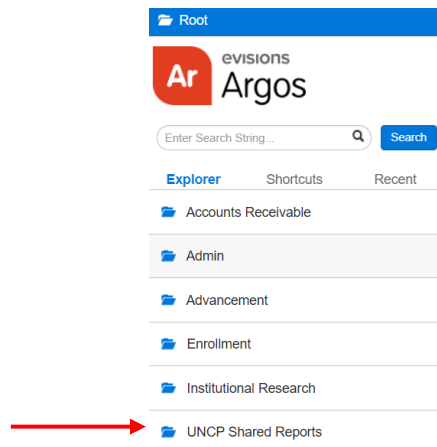
- Use **Argos Report Viewer** link on your BraveWeb to run and view existing reports;
- Use Google Chrome Browser;
- If you are **off campus or use WIFI on campus**, connect with **VPN** first;
- Please refer to the last section of this guide about **requesting access to Argos** from DoIT

## Steps:

1. Click Argos Report Viewer on BraveWeb and log in using your UNCP Shibboleth username and password;



2. Open the folder -- UNCP Shared Reports;



3. Open the file named “IR\_Course Enrollment by Section with Room Capacities;”



Enter Search String...

Name ^

IR\_Course Enrollment By Section With Room Capacities

4. Play around in each box by choosing college(s), department(s), course section(s), social distancing options, and online section flag, and run the results;

**This report may contain confidential information**

*Office of Institutional Research  
For questions, please email ir@uncp.edu  
Data as of: 2020-JUN-19 12:35:14 PM*

**2020 Fall Registration By Section During COVID-19 Social Distancing**

Select Registration Term:  
202110 - 2020 Fall

College(s):  Check to Select All  
AS - Arts & Sciences  
HS - Health Sciences  
OO - No College Designated  
BU - School of Business  
ED - School of Education  
GR - School of Graduate Studies  
UX - UNC Exchange

Department(s):  Check to Select All  
ARS - Aerospace Studies (AF RO)  
AIS - American Indian Studies  
ART - Art  
BIO - Biology  
CHPY - Chemistry and Physics

Course Subject(s):  Check to Select All  
ARS - Aerospace Studies

3ft - Display Sections with Enrollment Over Social Distance  
OR  
 6ft - Display Sections with Enrollment Over Social Distance

Exclude Online Sections  
OR  
 Online Sections Only

TERM_CODE_CAMPUS	SESSION_DESC	COLLEGE	DEPARTMENT	PRIMARY_INSTR_NAME	CRN_ID	COURSE_SUBJECT_COD
0 items						

5. You can **filter and export** data in CSV using the **gear** at the lower right corner.

PRIMARY_INSTR_NAME	CRN_ID	COURSE_SUBJECT_COD
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### Filter ✕

Available fields:      Operator:      Value:

TERM\_CODE\_CA    =     +

? ↶ Cancel ✓ Apply

### Export Data ✕

↑ ↓ 📧 ✕

- TERM\_CODE\_CAMPUS
- SESSION\_DESC
- COLLEGE
- DEPARTMENT
- PRIMARY\_INSTR\_NAME
- CRN\_ID
- COURSE\_SUBJECT\_CODE

Write Headers       Use format "Variable.Field"

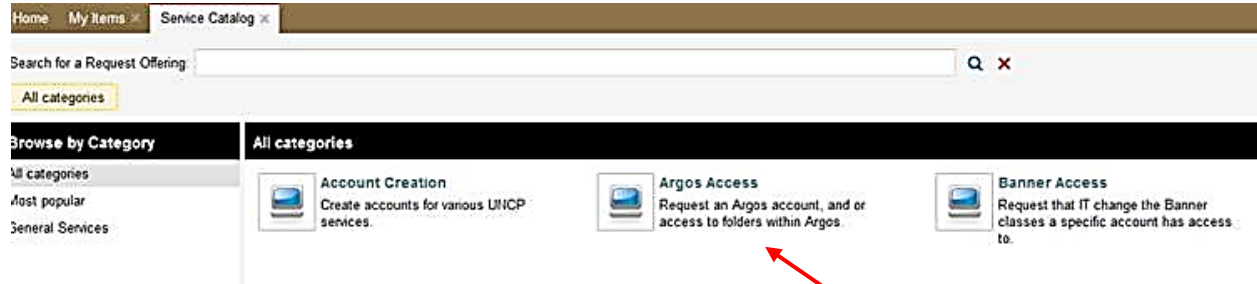
Include byte order mark (BOM)

↶ Cancel ✓ Apply

## How to Request Access to Argos

Access to Argos needs to be granted by DoIT. You can submit your request through the [ITSM Service Portal](#).

1. Select Argos Access from the list of **All Categories** Services.



2. Please choose the folder of “UNCP Shared Reports” as the Desired Folder Access in your request.

