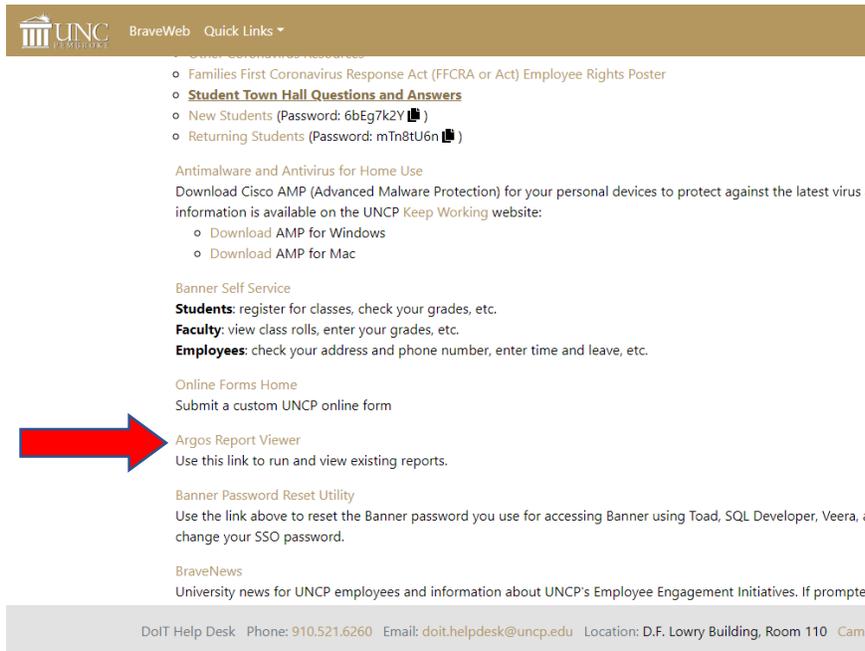


Instructions for ARGOS Dashboards

IR001_Eligible Student Registration

Screenshot 1: Login to BraveWeb and then locate and click on “*Argos Report Viewer*”.



The screenshot shows the BraveWeb portal navigation menu. At the top left is the UNCP logo and the text 'BraveWeb Quick Links'. Below this is a list of links and sections:

- Families First Coronavirus Response Act (FFCRA or Act) Employee Rights Poster
- **Student Town Hall Questions and Answers**
- New Students (Password: 6bEg7k2Y)
- Returning Students (Password: mTn8tU6n)

Antimalware and Antivirus for Home Use
Download Cisco AMP (Advanced Malware Protection) for your personal devices to protect against the latest virus information is available on the UNCP Keep Working website:

- Download AMP for Windows
- Download AMP for Mac

Banner Self Service
Students: register for classes, check your grades, etc.
Faculty: view class rolls, enter your grades, etc.
Employees: check your address and phone number, enter time and leave, etc.

Online Forms Home
Submit a custom UNCP online form

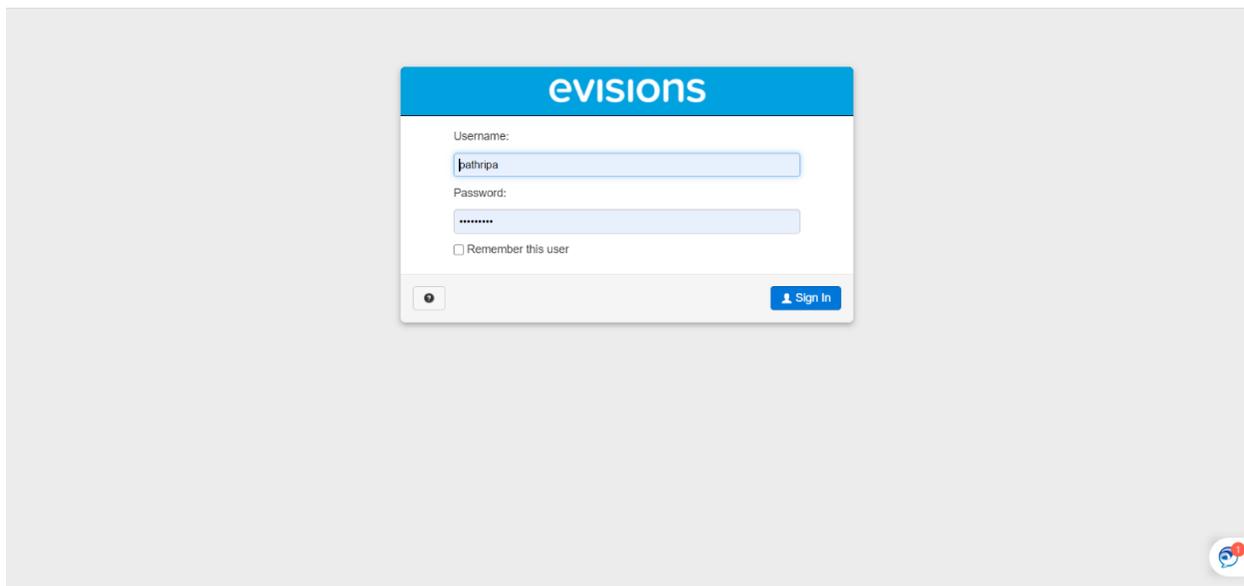
Argos Report Viewer
Use this link to run and view existing reports.

Banner Password Reset Utility
Use the link above to reset the Banner password you use for accessing Banner using Toad, SQL Developer, Veera, a change your SSO password.

BraveNews
University news for UNCP employees and information about UNCP's Employee Engagement Initiatives. If prompted

DoIT Help Desk Phone: 910.521.6260 Email: doit.helpdesk@uncp.edu Location: D.F. Lowry Building, Room 110

Screenshot 2: Use your BraveWeb username and password to login to Argos Reporting if prompted.

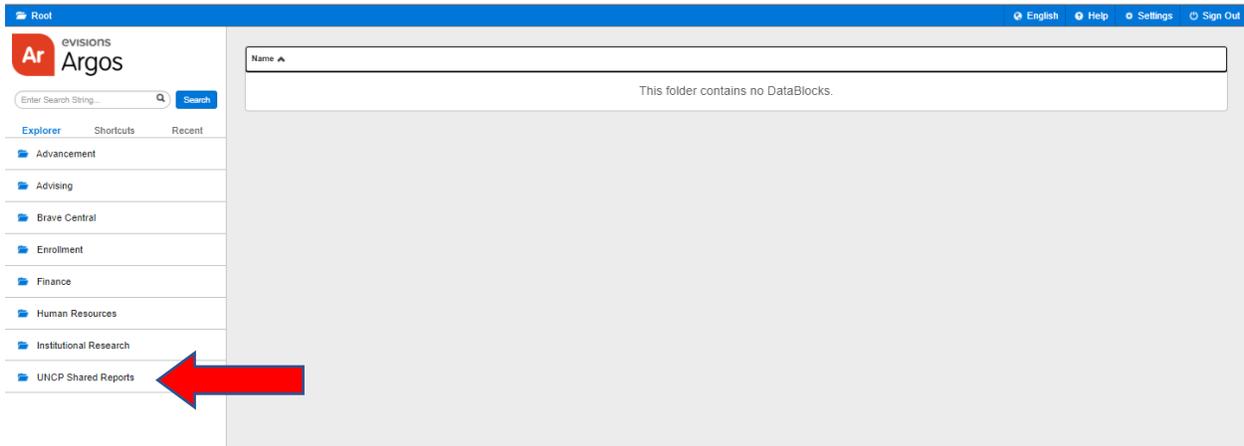


The screenshot shows a login form titled 'evisions'. The form has a blue header with the word 'evisions' in white. Below the header are two input fields: 'Username:' with the value 'pathripa' and 'Password:' with masked characters. There is a checkbox labeled 'Remember this user' and a blue 'Sign In' button.

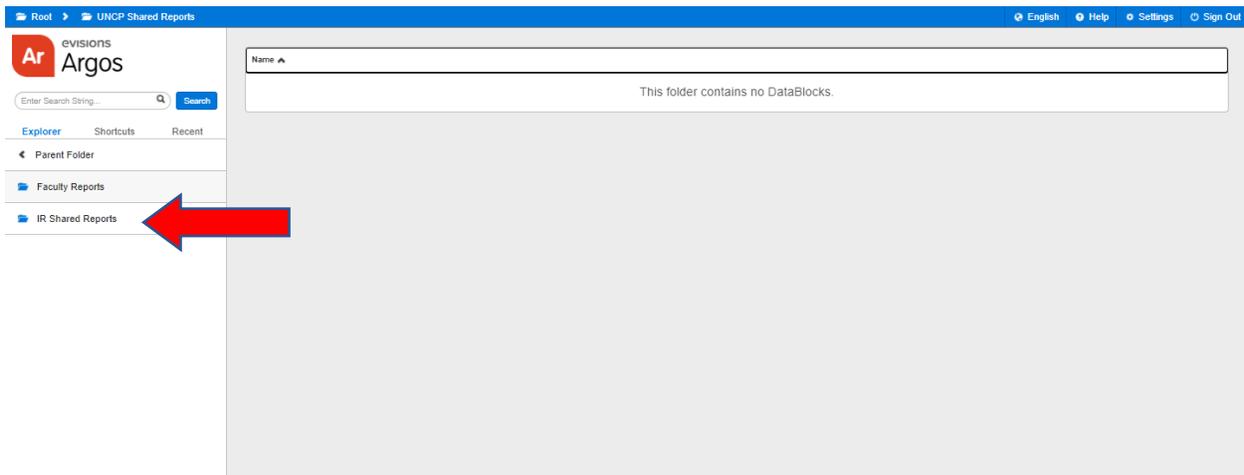
Instructions for ARGOS Dashboards

IR001_Eligible Student Registration

Screenshot 3: On the left side panel locate and click on “*UNCP Shared Reports*”



Screenshot 4: On the left side panel locate and click on “*IR Shared Reports*”



Screenshot 5: On the Right-side panel locate and click on any available Dashboards.
Contact IR if you cannot find Dashboard(s) under “IR Shared Reports”
Example: IR001_Eligible Student Registration



Instructions for ARGOS Dashboards

IR001_Eligible Student Registration

Screenshot 6: “IR001_Eligible Student Registration”

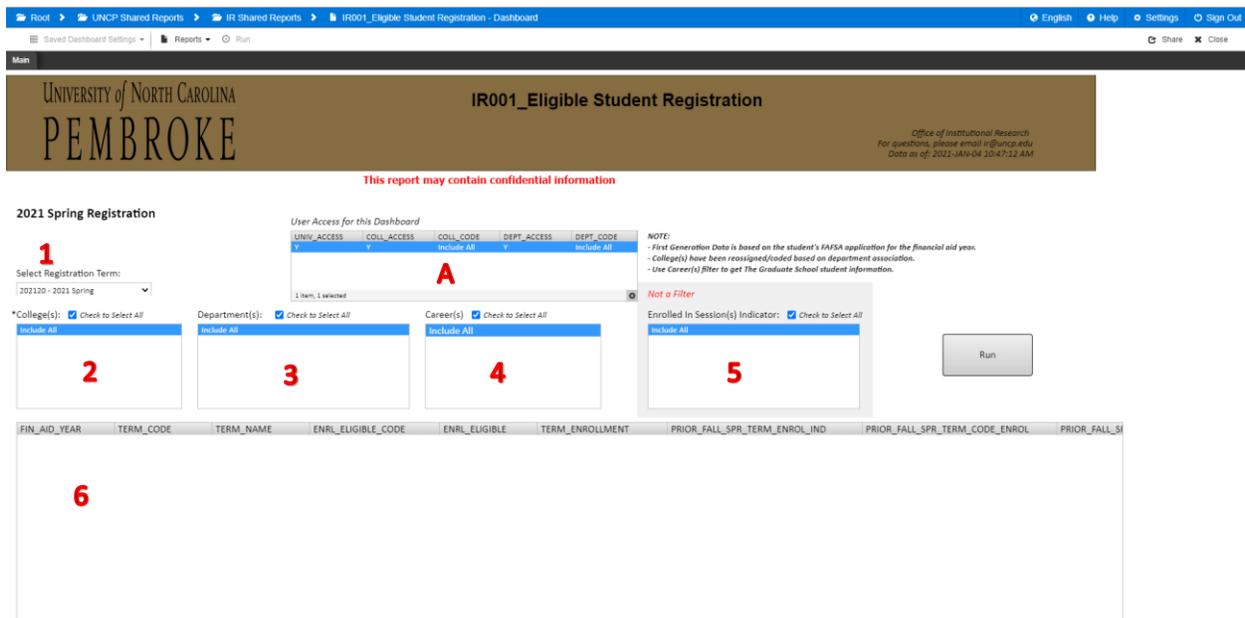


Table A: This table will let the user know their access level for this dashboard. Please contact IR for additional access.

Required Filters:

- 1: Drop Down Filter:** This report is term based and the term is defaulted to most recent term.
- 2: College Filter (Multi Select):** This report is term based and the College is defaulted to Include All. College is based on Subject area. To filter “The Graduate School” use Career(s) Filter (See 4 below)
- 3: Department Filter (Multi Select):** This report is term based and the Department is defaulted to Include All.
- 4: Career Filter (Multi Select):** This report is term based and the Career is defaulted to Include All. Can be used to filter “The Graduate School”
- 5: Enrolled In Session(s) Indicator: (Multi Select):** This report is term based and the Session enrollment indicator is defaulted to Include All. Please note that this is **not a filter**. This selection updates the following columns:
 - Column1: **CURR_REG_TERM_SESS_ENROL_CHECK:** This column indicates the selected session(s)
 - Column2: **CURR_REG_TERM_SESS_ENROL_STDNT:** This Column indicates session(s) the student is enrolled in based on the selection made.
- 6: Data/Report View:** This area displays the data pulled based on the selections made in 1 through 5 from above.

Instructions for ARGOS Dashboards

IR001_Eligible Student Registration

Download Dataset: Scroll the webpage to the bottom right conner and click on the gear icon and select/click on 'Export All to CSV'

The screenshot shows a web browser window displaying the 'IR001_Eligible Student Registration' dashboard. The page header includes the University of North Carolina Pembroke logo and the title 'IR001_Eligible Student Registration'. A warning message states: 'This report may contain confidential information'. Below this, the '2021 Spring Registration' section is visible, featuring a 'Select Registration Term' dropdown set to '202120 - 2021 Spring'. There are four filter sections: 'College(s)', 'Department(s)', 'Career(s)', and 'Enrolled In Session(s) Indicator', each with an 'Include All' button and a 'Check to Select All' checkbox. A 'Run' button is located to the right of these filters. Below the filters is a data table with columns: 'FIN_AID_YEAR', 'TERM_CODE', 'TERM_NAME', 'ENRL_ELIGIBLE_CODE', 'ENRL_ELIGIBLE', 'TERM_ENROLLMENT', 'PRIOR_FALL_SPR_TERM_ENROL_IND', 'PRIOR_FALL_SPR_TERM_CODE_ENROL', and 'PRIOR_FALL_S'. The table currently shows '0 items'. A red arrow points to a gear icon in the bottom right corner of the table area, which is used to access the 'Export All to CSV' option.