

Using Argos Web Viewer to view CWS Awards

1. To view a student's work-study eligibility, you must have Argos Report access
2. Go to MyISU – Work or Discover to find the Argos Reports card.
Click on:
 - a. Argos Web Viewer (log in, if needed)
 - b. Production Reporting (left pane)
 - c. Financial Aid Campus Wide Reports (left pane)
 - d. Financial Aid Work-Study Eligibility (right pane)
3. Select semester (*you will have to look at both semesters to view whole year's eligibility*). This can be done by holding down CTRL key while selecting each semester (*i.e. Fall/Spring*)
4. Put in Bengal ID(s). (If you select to "Search by "Banner ID" you will need to repeat step 3.)
5. To run the program, click on "Get Award Records"
6. The Sprocket located in right corner of the data window will allow for exporting the information to a CSV file.

Using Argos Client to view CWS Awards

1. To view a student's work-study eligibility, you must have Argos Report access
2. Go to MyISU Discover Cards to find the Argos Reports card.
Click on:
 - a. Argos Client to log in (eLauncher view) *download may be needed on initial launch*
 - b. Argos (Argos will launch in another window)In either the left or right pane click on:
 - c. Production Reporting
 - d. Financial Aid Campus Wide Reports
 - e. Financial Aid Work-Study Eligibility
 - f. Run Dashboard
7. Select semester (*you will have to look at both semesters to view whole year's eligibility*). This can be done by holding down CTRL key while selecting each semester (*i.e. Fall/Spring*)
8. Put in Bengal ID(s). (If you select to "Search by "Banner ID" you will need to repeat step 3.)
9. To run the program, click on "Get Award Records"