# Argos – Accessing Advisee Lists
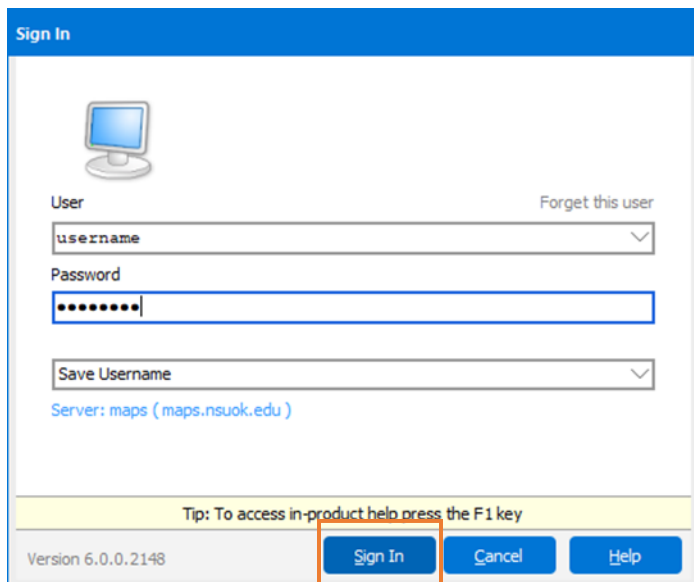
Important Notes about Advisee Lists:

- *Advisee lists should always be run through Argos. Advisee lists in goNSU include any student assigned, even if they graduated or are no longer enrolled.*
- *Argos reports are accurate for the current term, as of the prior day: if a report is run on Tuesday, it will include any Banner changes made on Monday.*
- *Reports should be run periodically throughout the semester. This will remove students who have been AW'd or OW'd from your list, and add any students who declared their major and were assigned to you.*
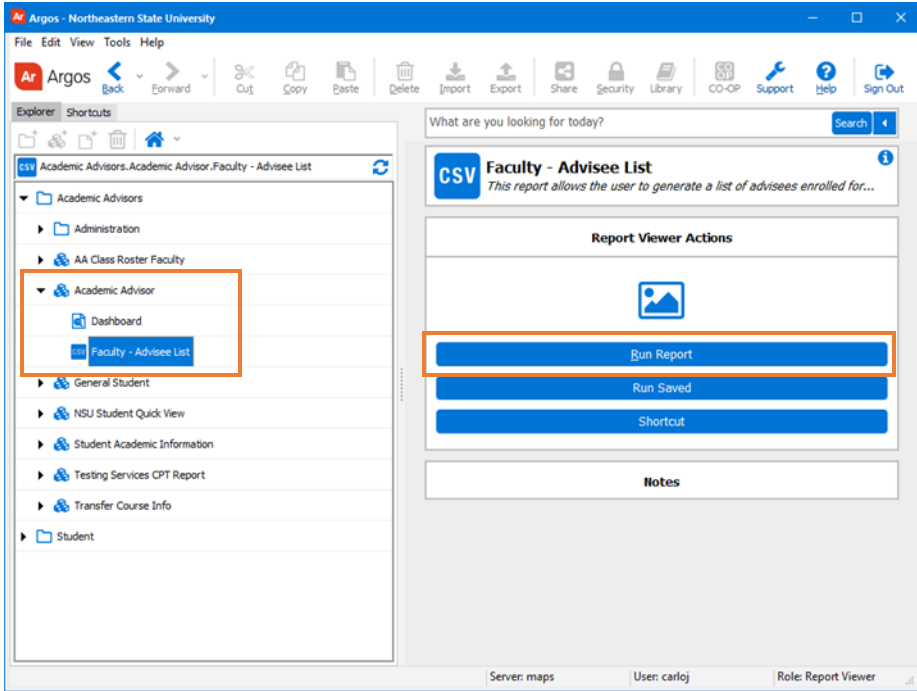
Running the Advisee Report

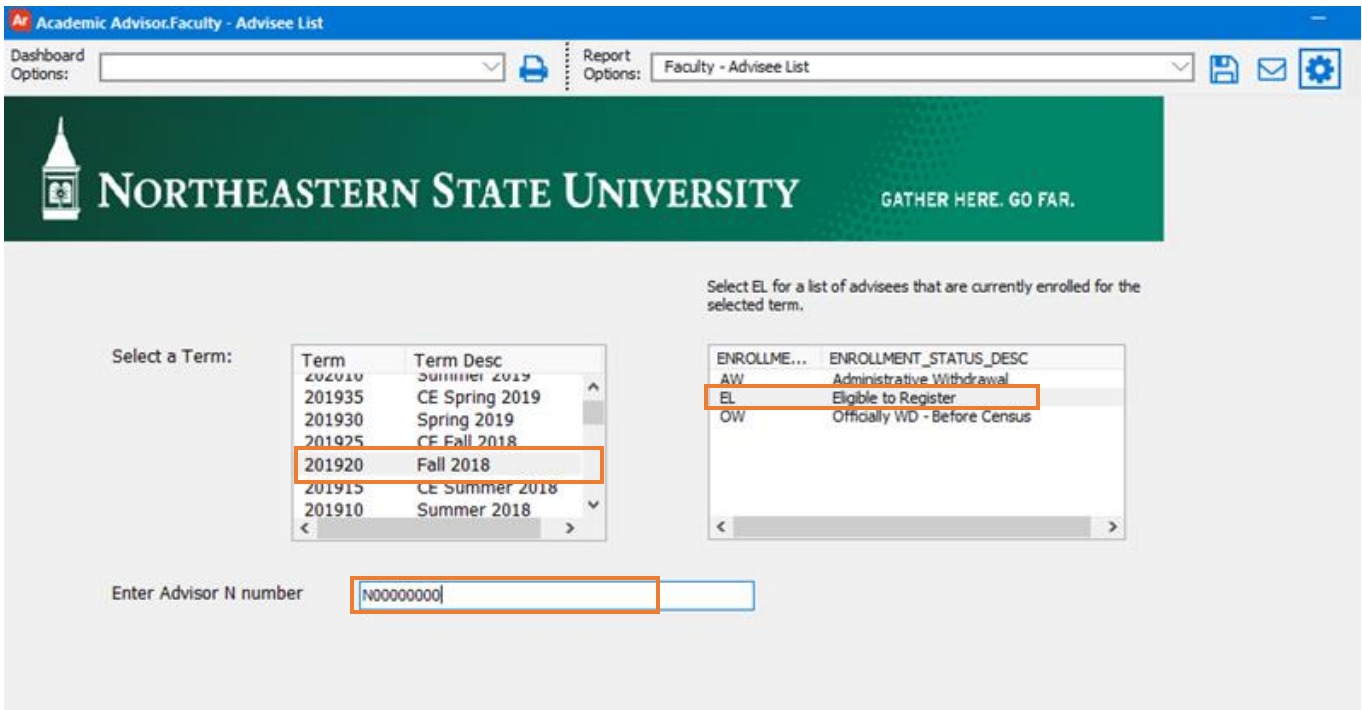1) From the computer start menu, select Argos
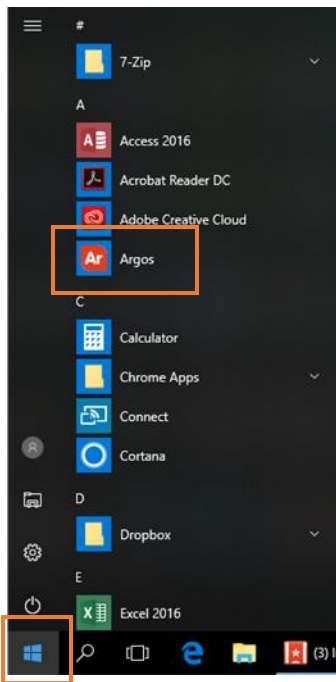
2) Log in with your NSU username and password (same as goNSU, Blackboard, Greenmail, etc.) – click Sign In.
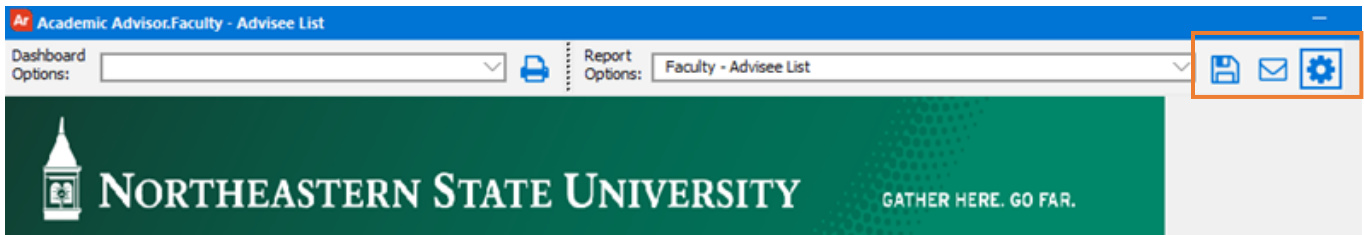
3) Find the Academic Advisor report, select the CSV Faculty – Advisee List option, and select Run Report

4) Select the current term, EL Eligible to Register, and enter your N# in the associated boxes

5) In the upper right hand corner of the screen, select one of the following options to run the report:

Save – Saves the file to the selected location. Open the file from the saved location to view.

Create & Email – Enter your email address and subject line. The list will be emailed to you as an attachment. Open the attachment to view

Save & Open – Saves the file to a selected location and automatically opens the file in Excel

6) Wait for the report to run – it make take a few seconds. Your report is done!