Argos/Evisions – Accessing Advisee Lists (Web-based)

Important Notes about Advisee Lists:

- Advisee lists should always be run through Argos.
- Argos reports are only 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 for a prior or future term should not be used.
- 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.

Accessing Argos/Evisions from off-campus requires first logging in to VPN
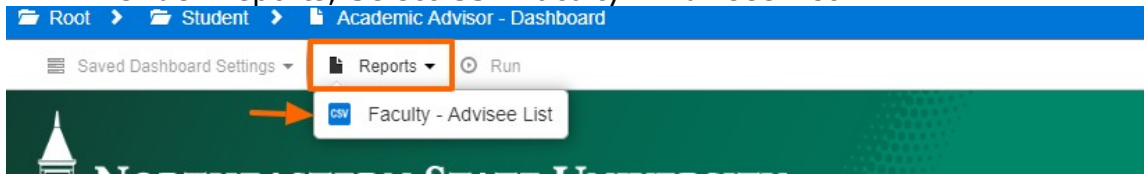**Link to: Instructions for Setting up VPN**

Running the Advisee Report

1) From goNSU, select the Faculty and Advisors tab, then Advisee Listing

2) Log in with your NSU username and password (same as goNSU, Blackboard, Greenmail, etc.) – click Sign In.

3) Argos will default to the Academic Advisor Dashboard.
   • Under Reports, Select CSV Faculty – Advisee List

4) To run the report:
   • Select the current term, EL Eligible to Register, and enter your N# in the associated boxes
   • Select Run

NOTE: Selecting a term other than the current term will not result in an accurate list. The results will only include students who were assigned as your advisees during the selected term (i.e. Fall 2017) who are actively enrolled in the current term (i.e. Spring 2019).

5) Wait for the report to run – it make take a few seconds. You will be prompted to save the file.

6) Your report is done – open the file once complete to view your advisees.