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Accessing Evisions Argos

- 1. Open your web browser and navigate to the Secure Enclave at https://secureapps.ccsu.edu.
- 2. Click on the Continue button. At the Office 365 Sign in screen, enter your CCSU email address and password, then authenticate using Microsoft MFA.
- 3. Click on the Secure Apps Desktop icon to access the Citrix Secure Apps Desktop.
- 4. Click the Start button (lower-left corner), then expand the Prod Applications folder and click Evisions.

5. At the Evisons log in screen, click on Use Single Sign-On to be

automatically logged in with your Central account.

- 6. Click the Argos button (bottom-right) to open the report viewer.
 - a. If you are prompted to allow the web site to open the program, click the Allow button.
 - b. If you are prompted to update the app, click the No button.

Advisor Report

1. Expand the Student-Records Registration folder.

Edit View Tools Help

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2. Expand the Advisor by Schools data block group, then click the Advisor Report for your school.

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3. From the larger area of the screen, click on the Run Report button.

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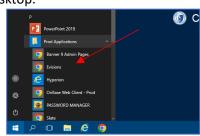
A wind	ow with the fields for the report will open. Go through each prompt to select your desired output:
a.	Select the Registration Term from the drop-down menu.

CSV Advisor Report - ED

Delete [mport Export] Share Security Library CO-OP Support Help Sign Out

Report Viewer Actions

Notes

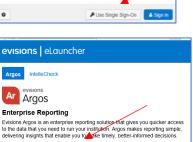


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Updated March 2024



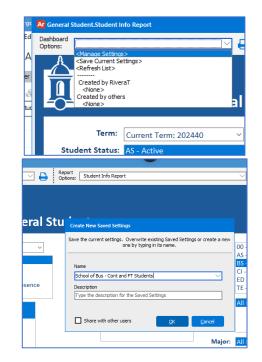




- b. Select the Department and Advisors options:
 - a. To select all options for a field, click the "All" checkbox next to the box.
 - b. To select just one option for a field, uncheck "All" and select the option.
 - c. To select multiple options for a field, but not all, hold CTRL and click each option.

Advisor By Schools.Advisor Report - ED	U	- 0
Dashboard Options:	Coptions: Advisor Report - ED	
CENTRAL CONNECTICUT STATE UNIVERSITY Advi	sor By Schools	Connection: Argos_PRPT
Registration Term: 202440 - Spr	ing 2024 ✓ ■ All CFT - Counselor Edu & Family Therapy Cl - Curriculum & Instruction EDL - Ed Ldrship &Instructional Tech EEC - Literacy, Elm, Early Child Ed NRSE - Nursing PE - Physical Educ&Human Performnce SPED - Special Ed & Interventions SW - Social Work SW - Social Work	Advisors: All Advisors Selected

- 5. If you would like to save the selections for future use:
 - a. Click the down-arrow next to Dashboard Options, then click <Save Current Settings>.
 - b. Type a Name and Description, then click on the OK button.



- 6. Select one of the options for running the report:
 - a. Click the Save button to save the output of the report (save to either the P: drive or the T: drive).
 - b. Click the Save and Run button to save the output of the report (save to either the P: drive or the T: drive) and immediately open the report.

If you receive an error about a printer not being configured, see Default Printer on the last page of this document to configure one.

Note: the Email option is not configured in secureapps.

7. Click the X in the upper-right corner to close the report window.





Student Info Report

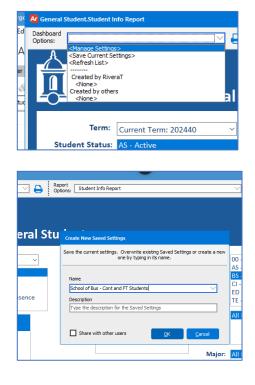
- 1. Expand the Student-Records Registration folder.
- 2. Expand the General Student data block group, then click on Student Info Report.
- 3. From the larger area of the screen, click on the Run Report button.

Argos - Central Connecticut State University			
File Edit View Tools Help			
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Explorer Shortcuts	What are you looking for today?		
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csv Student.Records Registration.General Student.Student Ir 🧲	CSV Student Info Report		
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557 Student Data Report - email	Report Viewer Actions		
csv Student Data Report - email and SAT			
csv Student Data Report - Theatre			
csv Student Info Report	Run Report		
cov Student Report	Run Saved		
csv Student Report - EOP			
Student Report - Philosophy	Shortcut		
csv Student Report with Race, Ethnicity	Notes		
Student Report, Appl Ling, TESOL	Notes		

- 4. A window with the fields for the report will open. Go through each prompt to select your desired output:
 - a. Select the Term from the drop-down menu.
 - b. To select all options for a field, click the "All" checkbox next to the box.
 - c. To select just one option for a field, uncheck "All" and select the option.
 - d. To select multiple options for a field, but not all, hold CTRL and click each option.

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selected	Term: Current Term: 202440 V	Level: UG - Undergraduate College:	00 - No School Designated	
Stude	ent Status. AS - Active	All GR - Graduate All DR - Doctorate	AS - Coll Liberal Arts & Social Sci BS - School of Business	
	GR - Graduated		CI - Center for International Educ	
	IS - Inactive LE - Approved Leave of Absence	Residency: All Residencies Selected	ED - Sch of Education & Prof Study	
	WD - Withdrawn	100 F XXX	TE - Sch of Engnrng, Science & Tech	
Multiple	dent Type: C - Continuing	Degree:	All Degrees Selected	
options	🗉 All 🛛 F - First Time	⊠ All		
selected	N - Non-Matriculated R - Readmit			
	T - Transfer	Major:	All Majors Selected	All
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Full/F	Part Time: F - Full Time	Registered		selected
	All P - Part Time			¬ · · · · · · · · · · · · · · · · · · ·
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- 5. If you would like to save the selections for future use:
 - a. Click the down-arrow next to Dashboard Options, then click <Save Current Settings>.
 - b. Type a Name and Description, then click on the OK button.

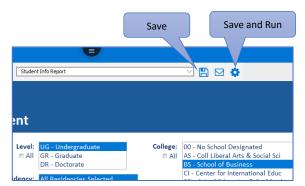


- 6. To run the report:
 - a. Click the Save button to save the output of the report (save to either the P: drive or the T: drive).
 - b. Click the Save and Run button to save the output of the report (save to either the P: drive or the T: drive) and immediately open the report.

If you receive an error about a printer not being configured, see Default Printer on the last page of this document to configure one.

Note: the Email option is not configured in secureapps.

7. Click the X in the upper-right corner to close the report window.





Override List Report

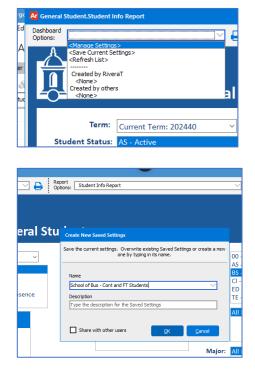
- 1. Expand the Student-Records Registration folder.
- 2. Expand the Override List data block group, then click on Override List.
- 3. From the larger area of the screen, click on the Run Report button.

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Explorer Shortcuts	What are you looking for today?
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Progress Report Example Schedule (2)	
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- 4. A window with the fields for the report will open. Go through each prompt to select your desired output:
 - a. Select the Term from the drop-down menu.
 - b. To look up overrides for a specific course, either enter the CRN or select the options from each prompt:
 - i. To select all options for a field, click the "All" checkbox next to the box.
 - ii. To select just one option for a field, uncheck "All" and select the option.
 - iii. To select multiple options for a field, but not all, hold CTRL and click each option.

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Dashboard Options:		otions: Override L	list	\sim	🖺 🖂 💠
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Term Code:	Current Term: 202440	~			
	00 - No School Designated AS - Coll Liberal Arts & Social BS - School of Business CI - Center for International Et ED - Sch of Education & Prof S TE - Sch of Engring, Science &	duc Study	Course Number: All	099 102 102C 103 105 113	
Subject: ⊫ All	MAT MATH MC ME MFT MGT MIS MISI MKT	^	Section: I All	All Course Sections Selected	
CRN:					

- 5. If you would like to save the selections for future use:
 - a. Click the down-arrow next to Dashboard Options, then click <Save Current Settings>.
 - b. Type a Name and Description, then click on the OK button.



- 6. To run the report:
 - a. Click the Save button to save the output of the report (save to either the P: drive or the T: drive).
 - b. Click the Save and Run button to save the output of the report (save to either the P: drive or the T: drive) and immediately open the report.

If you receive an error about a printer not being configured, see Default Printer on the last page of this document to configure one.

Note: the Email option is not configured in secureapps.

7. Click the X in the upper-right corner to close the report window.

Default Printer

You will need to have a default printer set up in Secureapps. To check for a default printer:

- 1. Click the Search icon in the bottom-left corner of the Secureapps window and type "printers" in the search bar.
- 2. Click View Printers & Set Default.
- 3. From the Printers window:
 - a. If a printer in the list has a green checkmark next to it then that is the default printer. No further action needed.
 - b. If no printers have the green checkmark, right-click the icon for your printer and select Set as Default Printer.
 - c. If no printers are listed, right-click Microsoft Print to PDF to set that as the default.

