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.
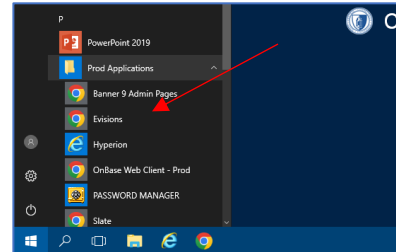
5. At the Evisons log in screen, click on **Use Single Sign-On** to be automatically logged in with your Central account.

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.
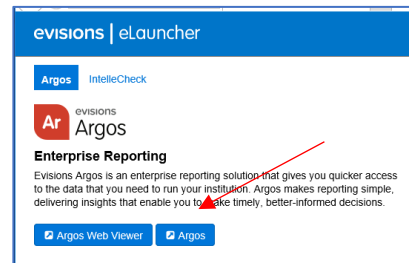
Advisor Report

1. Expand the Student-Records Registration folder.
2. Expand the Advisor by Schools data block group, then click the Advisor Report for your school.
3. From the larger area of the screen, click on the Run Report button.
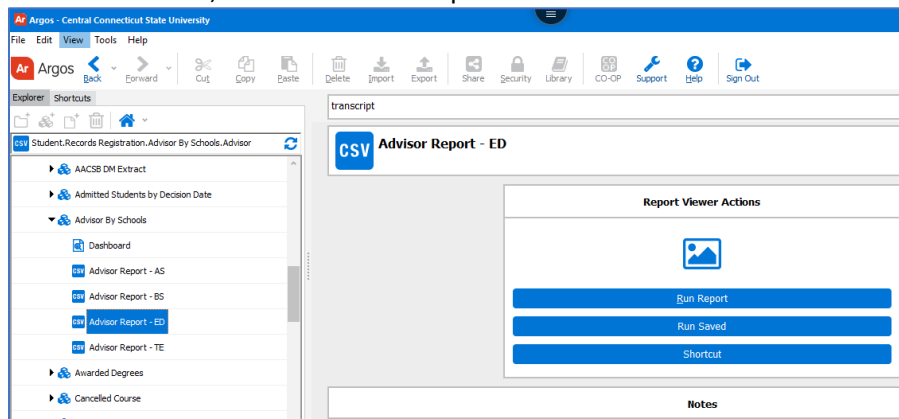
4. A window with the fields for the report will open. Go through each prompt to select your desired output:
    a. Select the Registration Term from the drop-down menu.

    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.
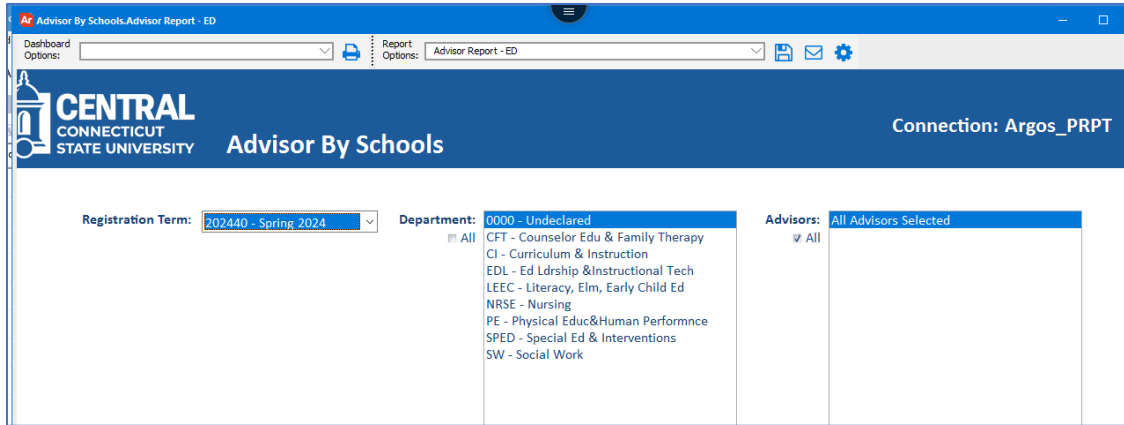

5. If you would like to save the selections for future use:
    a. Click the down-arrow next to Dashboard Options, then click <Save Current Settings>.
    b. Type a Name and Description, then click on the OK button.
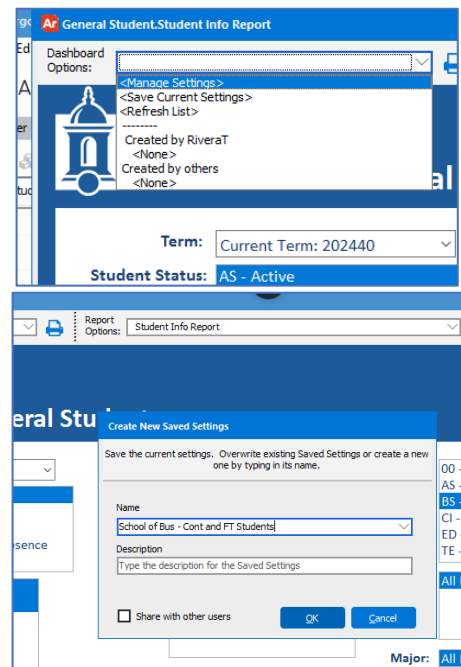
6. Select one of the options for running the report:
    a. Click the Save button to save the output of the report (save to either the P: drive or the T: drive).
    b. Click the Save and Run button to save the output of the report (save to either the P: drive or the T: drive) and immediately open the 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.
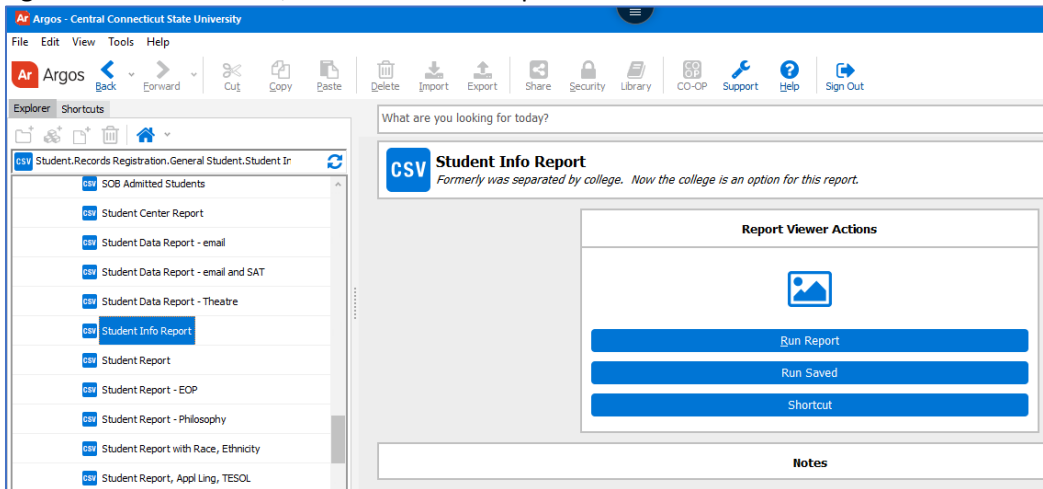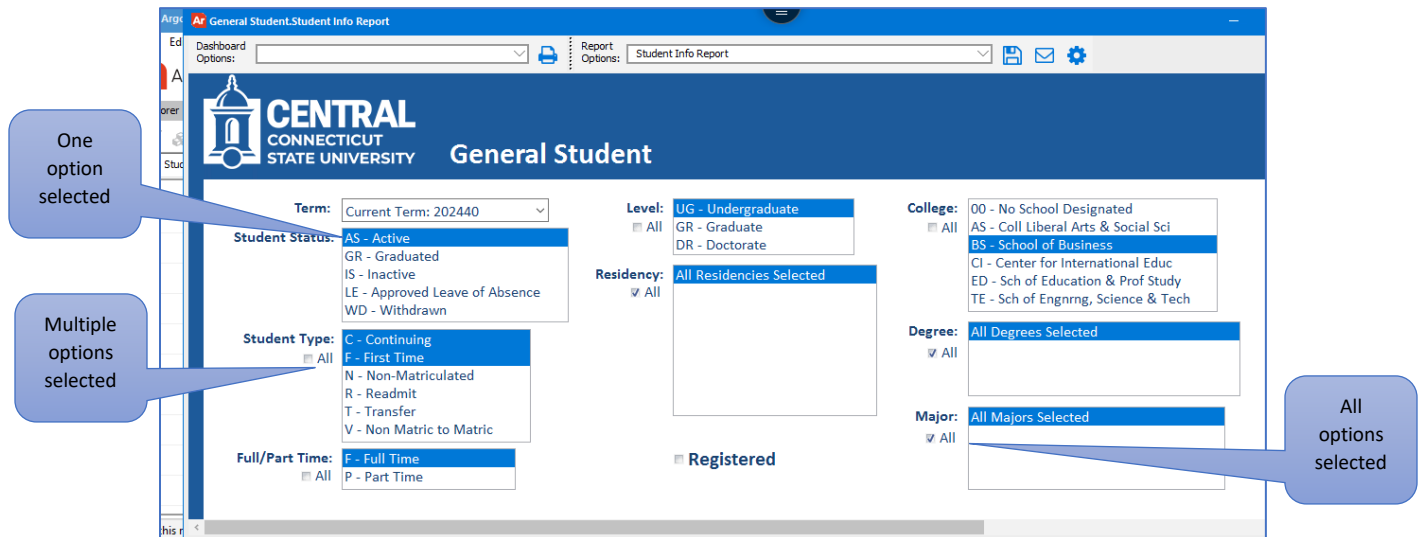*Note: the Email option is not configured in secureapps.*
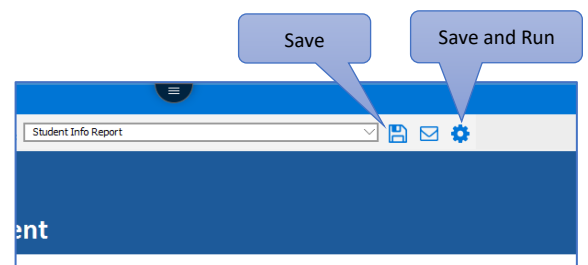
7. Click the X in the upper-right corner to close the report window.
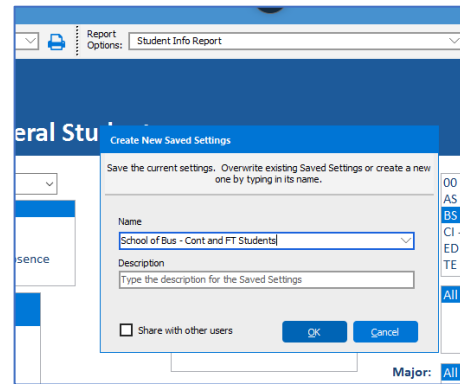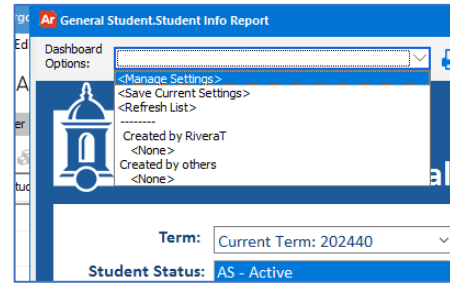
Student Info Report

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.

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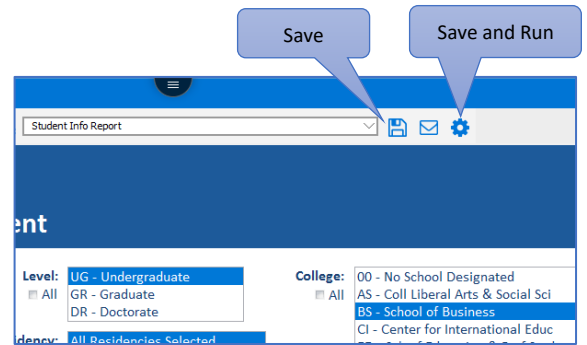
5. If you would like to save the selections for future use:
    a. Click the down-arrow next to Dashboard Options, then click <Save Current Settings>.
    b. Type a Name and Description, then click on the OK button.

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.
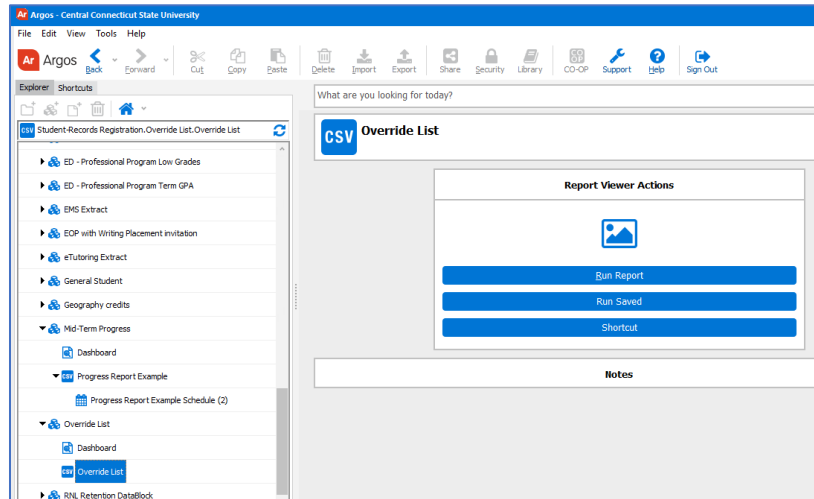
    Note: the Email option is not configured in secureapps.

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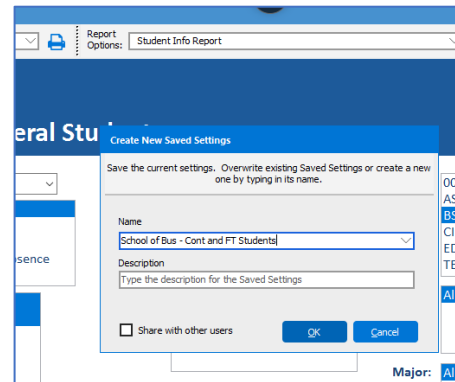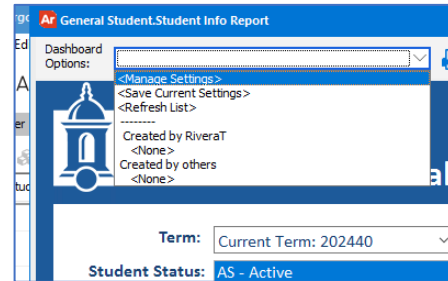3. From the larger area of the screen, click on the Run Report button.

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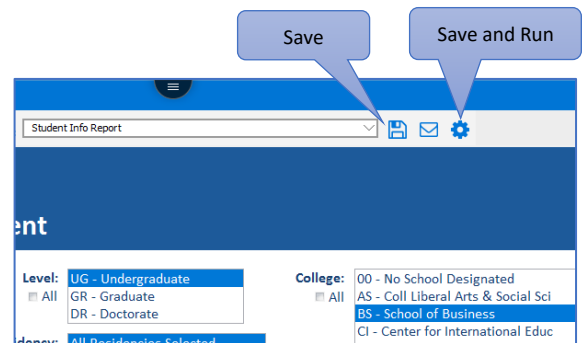
5. If you would like to save the selections for future use:
   a. Click the down-arrow next to Dashboard Options, then click <Save Current Settings>.
   b. Type a Name and Description, then click on the OK button.

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.