

Using Argos Reports to view CWS Awards by Bengal ID

1. To view a student's work study eligibility, you must have Argos report access
2. Using Internet Explorer or Mozilla Firefox, go to your BengalWeb – Employee's tab under Argos Reports and choose:
 - a. Argos Client (and login)
 - b. Production Reporting
 - c. Financial Aid Campus Wide Reports
 - d. Financial Aid Work Study Eligibility
 - e. Run Dashboard
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 change to Banner ID(s) you will need to repeat step 3.