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.