GED Report- Step 1

- Access Banner web page from the UTHSC homepage.
GED Report - Step 2

- Access the available reports page.

Banner Information

As the new Banner Project Manager for the Banner implementation at the University of Tennessee Health Science Center, it is my responsibility to ensure a smooth transition for Banner users. This plan will consist of log-ins for Faculty and Student Self-Service, a list of Frequently Asked Questions (FAQs), training videos and guides, and, most importantly, the issues log that will be updated weekly. You, our Banner users, are encouraged to submit issues to the log and follow their resolution, as regular status updates that can be viewed online.

We recognize that the Banner implementation has created challenges for us all. The Banner backbone is now working, but we are still learning and we have not yet replaced some of the features that developed in our Legacy system. These were developed over fifteen years and cannot all be replaced over night. Your patience and assistance in setting the priorities for enhancements are greatly appreciated. Please give us feedback and your suggestions.
GED Report - Step 3

- Access the Argos reporting software by clicking “Argos” at the top of the page.
On the next screen, select “Argos” from the left menu options.
On the next screen, select “Start Here.”
GED Report - Step 6

- On the next screen, select “Start Here.”
GED Report - Step 7

- Following the directions presented on the next screen to ensure that your web browser will load the Argos software.
- The software will load in a separate pop-up window.
GED Report - Step 8

- Click the [plus] button to the left of “Administrative Reporting” to expand the options.
- Click the [plus] button to the left of “Colleges” to expand the options.
- Click the [plus] button to the left of “C90 – UTHSC GED Report by College.”
- Click “C90.1-UTHSC GED Report by College.”
- Click the [Execute] button in the middle of the screen.
GED Report - Step 9

- Select the appropriate college.
- Select the appropriate admissions term [e.g. Fall 2011].
- When all options are selected, click the [Next] button at the bottom right.
GED Report - Step 10

- [Preview] allows you to view the report on the screen.
- [Save to file] allows you to save the output as html, pdf, rtf, xls, or txt formats.
- [Email] allows you to email the output in one of the file options listed above.
- [Print] allows you to immediately print the document to a local printer.
- IMPORTANT: To go back, click the [back] button at the bottom right; to return to the Argos reports menu, click the [close] button at the bottom right. Argos will not continue to function if you do not select one of these two options.