Student Information Report - Step 1

- Access Banner webpage from the UTHSC homepage.
Student Information Report - Step 2

- Access the available reports page.

Banner Information

As the new Banner II Project Manager for the Banner implementation at UT Health Science Center, I am charged with the responsibility of crafting a customer service plan for Banner users. This plan will cover my ongoing work with a new email contact (banner@uthealthsciencecenter.edu) to assist with specific questions and concerns. I will be communicating frequently with the member of the Banner team that is best equipped to address your needs. The second part of this service plan is a major upgrade to our Banner webpage, providing you with additional information and a variety of links to assist you. These include 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 can submit reports to the issues log and follow their resolution by 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 and we are still learning and we have not yet replaced some of the controls and features that were developed in our Legacy system. Those were developed over a course of fifteen years and cannot all be replaced on our current system without your patience and for your assistance in setting the priority for enhancements. Please give us feedback and report your n
Student Information 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.
Student Information Report - Step 5

- On the next screen, select “Start Here.”
Student Information Report - Step 6

- On the next screen, select “Start Here.”
Student Information 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.
Student Information 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 “C40 – Student Info.”
- Click “C40.1- Student Information by College.”
- Click the [Execute] button in the middle of the screen.
Student Information Report - Step 9

- Select the appropriate college.
- Select the appropriate term for which you desire the student information [e.g. Spring 2011].
- When all options are selected, click the [Next] button at the bottom right.
### Student Information 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.