Academic Performance Warning Tracker Program

**Argos will not work in the following browsers: Safari and IE 64-bit. It should work in Chrome, Firefox and IE non-64 bit.**

**It will also only open in a campus-issued computer, one where you log-in with your username and password.**

Start at the University’s main web page

In the upper right corner, click on "Self Service Center"

Click on "Sign On"

Enter User ID and Password

*Not the same as your email User ID and Password*

*User ID = University ID number*

Click on "Faculty Main Menu"

**Self-Service Menu**

Last web access on 04/18/2013 at 09:24

Public Safety / Parking
Purchase parking permits. Post a temporary vehicle or an overnight guest
Student Main Menu
Apply for Admission, Register, Make a Payment, View your academic Fir
Faculty Main Menu
Enter courses and registration overrides, view class lists and student I
Finance Menu
View budgets in summary or detail. Download Finance Forms. View and
Personal Menu
View/update personal information.
Pay Your Bill/CASHNet
Make online credit card and electronic payments, review account and see
Hartford Face Book (must be authorized)
View Student Profiles
Academic Performance Warning (must be authorized)

return to Homepage
Click on "Advisor Menu"

Click on "Academic Performance Warning Tracking"

Click on "Go To Academic Performance Warning Tracking System"

Follow the instructions on screen and allow the program to run

Once the login screen comes up, enter the access password and username, then click "Enter Site."

Access password =
The system will display all APWs issued unless a filter is placed. There are multiple filters available:

1) Select a date range
2) Select a specific term, entered as the year and then the semester code (ex. 201340 is Fall term 2013)
   a. 05 = Winter term
   b. 10 = Spring term
   c. 20 = Summer term
   d. 40 = Fall term
3) Student ID (will show all APWs for a student ever issued unless combined with another filter)
4) Select a Student college (will display all APWs for a certain college)
   a. If college filtering is desired, the "Select all Colleges" box must be unchecked
5) Filter by Student Advisor (If desired, the "Select all Advisors" box must be unchecked)

After the desired filters have been selected, click "Get Records."
• All APWs issued within your chosen limits are listed above. The columns you see (Last, First, ID, etc.) are all sortable as in Excel (click on the arrow next to the title of each column). Most importantly, the “FerpaExists” column shows whether a student has filled out a FERPA form. This does not mean that the student has approved anyone to get information, it simply means that there is a FERPA form on the system. You can always check FERPA from the Advisor Menu in Self Service.

• Also included on this page is a copy of the APW as you would see it when sent via email.

• One of the main reasons for this system is to keep track of students who are having academic difficulty. In Argos, anyone with access can enter a comment about the student, whether the student has followed up, what type of contact was initiated, etc. All those who go on the Argos system will then have access to these comments.

• To enter a comment, first click inside the white box below the comments. Type your comment, then click the “Enter comment” button. Do not click “enter comment” first, it will enter a blank comment.

• If you want to see all comments about a particular student (all comments on multiple APWs), then click the “All Comments” button.

• To see comments that are long, you will need to go to the "All Comments" screen, then highlight that particular comment. It will then appear below the comments box.