Access to the Colby-Sawyer Argos Reports is available from your VDI desktop or from an on-campus computer. In order to ensure security, direct off campus access is not supported.

1. **Click the Argos link on the Web Gateways page:**

```
Argos Reports
Status: Normal (Campus wide reporting tool)
```

2. **After clicking link on the Web Gateways page enter ‘colbys\yourusername’ and your password, example below:**

![login example](image)

3. **After login, click on the ‘Shortcuts’ button:**

![shortcuts example](image)

4. **You will then see a list of reports which you have access to run. Click on the report name to view the report.**