Information Technology Services

Request the Creation of or Updating an
Argos Report

Purpose: Argos is the institutional reporting tool for Gulf Coast State College. Full-time faculty and staff have access based on their job requirements. The below instructions explain how to request an Argos Report be created or updated.

1. Logon to MyGCSC and click on GCSC Ticketing System.
2. Click on Submit a Request.
3. Click on Argos Report/Programming Request.
4. Please submit a minimum of two weeks prior to the date needed.
   a. Attach any screen prints and sample reports that will aid in describing or explaining the request.
5. ITS will review the request and assign a programmer to the request.
6. The programmer assigned will contact the requester for more information or clarifications as needed.
7. The programmer will advise the requester when the report is available for testing on Argos Test instance.
8. The requester is responsible for testing the report and confirming that the data in the report is accurate.
9. Once tested the requester responds to the ticket and copies kharrison@gulfcoast.edu to request that the report be moved to Argos PROD. Include who or what groups need access to the Argos Report.