

# How to access Registration List General Report?

Steps to follow:

1. Go to <https://intranet.sauwi.uwi.tt/it/enterpriseSys.asp>
2. Under **Support** header, click on **Argos Enterprise Reporting System**
3. Enter your **Username** and **Password**
  - a. Your credentials are same for entering UWI staff network
4. Click on **Argos Web Viewer** button
5. On the left hand side menu, click on **St. A Main Campus**
6. Click on **Production** then **Banner Student** then **Registration**
7. On the right panel click **Registration (Active Status & Registered Only)**
8. On the Active Registered Students form enter:
  - Term
  - Entry Term (choose ALL by selecting “**All**” check box)
  - Level(s) (choose ALL by selecting “**All**” check box)
  - Faculty (choose ALL by selecting “**All**” check box)
  - Level (choose ALL by selecting “**All**” check box)
  - Department (choose ALL by selecting “**All**” check box)
  - School (choose ALL by selecting “**All**” check box)
  - Degree (choose ALL by selecting “**All**” check box)
  - Programme (choose ALL by selecting “**All**” check box)
  - Student Type (choose ALL by selecting “**All**” check box)
  - Student Session (choose ALL by selecting “**All**” check box)
  - Class Year (choose ALL by selecting “**All**” check box)
  - Click “**Preview Results**” button to view results in the panel below
9. To save the results click on the drop down arrow next to “**Reports**” menu located on the second row from the top of the screen.
10. Select “**Registration List General Report**” then click on “**Run**” button
11. A prompt will appear asking to either **open** or **save** file.
12. Choose to save the file at your preferred location.
13. Navigate to your file and open it in MS Excel
14. Save file as and MS Excel file