



Information Technology Services

Requesting Access to Argos Reports

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 access to Argos Reports.

1. Logon to MyGCSC and click on GCSC Ticketing System.
2. Click on Submit a Request.
3. Click on ARGOS Report-Access Authorization.
4. Complete the request fields and submit for a **New** User Account, **Reinstating** User Access, or **Updating** User or Group Permissions
5. Upon receipt of the request item and completion of approval process, ITS Operations staff will address the request according to the provided details.
6. Upon completion, the requester or the account holder is contact with instructions related to the request.

NOTE: IF this is a new employee the process can be submitted together with the Network Authorization but will start only after security awareness training is completed, please allow three business days for ITS to complete their work