



Faculty and Staff Activity System (FSAS)

Quick Start Guide

Digital Measure's FSAS replaces the Faculty Activities System (FAS) as the tool for accumulating and reporting annual review materials, tenure and promotion dossiers, post-tenure review materials and any other activity-related reporting. This quick-start guide will provide the basics you will need to get started entering, reviewing and reporting your data. For detailed help information please refer to the Digital Measures Resource Center (<https://rc.digitalmeasures.com/hc/en-us>) You must be logged into your FSAS account to view this content.

1. Navigate to www.fsas.colostate.edu . Click on the Login link located on the right hand side of the page. You will see the secure log in page.

Authentication Required

Colorado State University

Login

You are logging into the following service with your eID:

..:DigitalMeasures

Digital Measures
Gain visibility into your faculty's teaching, research and service accomplishments to broadcast a strong message to your accreditors and external constituents. Then, streamline your course evaluations to save resources and make everyone happier with the process. 300+ of the largest 500 campuses of higher education leverage Digital Measures' software.

eName:

ePassword:

Login

Important!

Logging Out of Your Session

- This is a **single sign-on** authentication.
- Your **CSU session remains active after log out** from a service until you close your browser.
- **Completely exit your web browser when finished.**

Need Password Help?

Students, Faculty, Staff

- [eID Forgotten Password Help](#)
- Students contact the Registrar's Office at (970) 491-4860
- Faculty/Staff contact Human Resources at (970) 491-6947

Library Community Patrons

- [Community ID Password Recovery](#)
- Loan & Reserve Desk (970) 491-1842

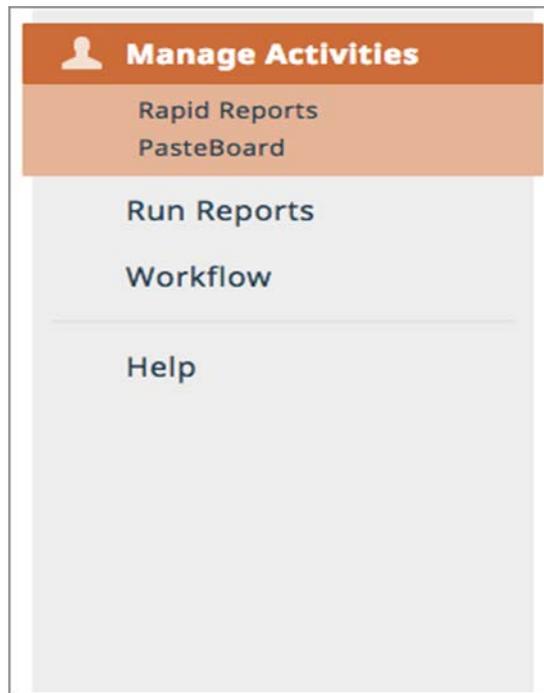
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Use your E-ID and password to log-in. You will be directed to the main FSAS screen. The main screen is broken up into two parts – the left-hand menu and the main, manage activities section.



2. Use the left hand menu to run standard reports such as the tenure and promotion report, an NIH or NSF bio-sketch. Other reports may be available to you depending on your security.



3. The Manage Activities section of the screen is broken down into the general categories and specific sub-categories for the information captured in FSAS.



Clicking on the main heading (*i.e.*, **General Information**) will hide the sub-categories under that heading.

Welcome, Ann Roberts! ▾ Search Tips Search All Activities ... 🔍

Manage Activities

Rapid Reports
PasteBoard

Run Reports
Workflow

Help

[Review a guide](#) to manage your activities. [Show more](#)

▼ **General Information**

Personal and Contact Information
Administrative Data - Permanent Data | Yearly Data
Academic, Government, Military and Professional Positions
Administrative Assignments
Awards and Honors
Consulting
Education

External Connections and Partnerships
Faculty Development Activities Attended
Licensures and Certifications
Media Contributions
Professional Memberships
Workload Information

▼ **Teaching**

Academic Advising
Directed Student Learning (e.g., theses, dissertations)

Non-Credit Instruction Taught
Scheduled Teaching

▼ **Scholarship/Research**

Artistic and Professional Performances and Exhibits
Biographical Sketch
Contracts, Fellowships, Grants and Sponsored Research

Intellectual Property (e.g., copyrights, patents)
Presentations
Research Currently in Progress

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When you first visit this page, it would be good to spend a few minutes looking through the screens accessible from it. To access a screen, click its name. The resulting summary screen displays records that are stored for that screen. There are six possible actions you can take from the resulting screen, although not all of these actions will always be available:

To add a new record, select the  button.

To import items in bulk, select the  button (available only for the Intellectual Contributions screen).

To delete a record, select the appropriate check box, then select the  button.

To edit or view a record, click anywhere in the record row on the summary screen.



Note: CSU has added records to the system for you. These records can be viewed, but cannot be edited or deleted. A  icon identifies these records.

If revisions are needed to the records which have been entered on your behalf, contact your college administrator using the <http://fsas.colostate.edu/college-pocs/> link.

You may also use the Help link (<http://fsas.colostate.edu/questions/>)

To copy a record, select the appropriate check box, then select the



button.

Saving Records

When working in the system, it is important that you preserve modifications by selecting one of the Save buttons at the top of the screen. If you attempt to navigate away from a screen containing unsaved changes, a warning message will display to determine whether you would like to return to the screen and save your modifications before proceeding.

4. Once you have entered or updated your data in FSAS you can run reports from that data.

Welcome, Ann Roberts! ▾ Search...

Manage Activities

Run Reports

Workflow

Help

Run Reports Run Report

1 **Report**
Annual Faculty Activity Report
[Download this report's template](#)

2 **Date Range**
Start Date Jan 01 2015
End Date Dec 31 2015

3 **Report Options**

a) Do you want to list teaching or research first? Teaching First

b) Do you want an abbreviated report? Detailed

c) Do you want to hide sections without any activities? Hide

4 **File Format**
File Format Microsoft Word (.doc)
Changes made to the Microsoft Word document **will not** be reflected in the system.
Page Size Letter

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The Run Reports utility allows you to run reports that have been custom-built into the system for your campus. To run a report, simply select from the steps on the page.

5. A guide to addition tips ([Review a guide](#)) is also available from a link at the top of the Manage Activities

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- Rapid Reports
- PasteBoard
- Run Reports
- Workflow
- Help

Manage Activities Review a [guide](#) to manage your activities. [Show more](#)

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- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- External Connections and Partnerships
- Faculty Development Activities Attended
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This should get you started entering and reviewing data. Additional training materials are available at (<http://fsas.colostate.edu/training/>)