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.

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.

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 **Add New Item** button.

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

- **To delete a record**, select the appropriate check box, then select the **Delete** 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/](http://fsas.colostate.edu/college-pocs/) link.

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

To copy a record, select the appropriate check box, then select the 📋 Duplicate 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.
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

This should get you started entering and reviewing data. Additional training materials are available at (http://fsas.colostate.edu/training/)