



Faculty Accomplishment System Quick Reference Guide

Use this guide for accessing the most common features in the Faculty Accomplishment System. View or print the User Manual (see page 2) for detailed instruction on all features of the application.

To sign in

- 1 Open a web browser (such as Internet Explorer) and enter the URL:
<https://iatservices.missouri.edu/fas>
- 2 Click Go
- 3 On the login page, enter your user name and password (same as you use for e-mail)
- 4 Click the Login button

To enter and update data: use Maintain Activity Information

❖ Courses*

- Select Maintain Activity Info > Student Related Activities > Courses
- To import courses - Select "All Semesters" or a single semester, click Submit
- To add a course – click the Add button, enter information, click Save
- To edit – Click on the course title, make changes, click Save
- To delete – Click the Delete button next to the course

❖ Grants*

- Select Maintain Activity Info > Publications, Conferences/Presentations, and Grants > Grants
- To import – Click the Retrieve Grants button
- To add a grant, click the [here](#) link or use the Add button
- To edit – Click on the grant proposal number, make changes, click Save
- To Delete – Click the Delete button next to the grant

❖ Publications*

- Select Maintain Activity Info > Publications, Conferences/Presentations, and Grants > Publications
- To add – Click the Add button, enter information, click Save
- To edit - Click the Publication title, make changes, click Save
- To delete – Click the Delete button next to the publication

❖ Keywords

- Select Maintain Activity Info > Keywords
- To add a keyword, click [here](#) (or click the Add button if it is displayed)
- To delete – Click the delete button next to the keyword

* To view report data after making updates, select Using the FAS Database (see page 2)

To create reports or search by keywords: select Using the FAS Database

❖ Reports

- Select Using the FAS Database > Reports
- Click on one of the listed reports (such as Courses/Teaching, Grants, or Publications)
- Select the report criteria
- Click the Generate Report button

❖ Keyword Search

- Select one or more keywords and click the Search button

To report an error: use Feedback and Error Reporting

- 1 Enter comments or questions in the text box
- 2 Click the Send button to automatically e-mail the IT administrator for the FAS application

To view and print a User Manual

- 1 Select User Manual
- 2 A pdf document opens in a new browser window
- 3 View the document
- 4 Click the Print button to print the entire document (or selected pages)

To logout

- Select Logout

If you have trouble or need assistance using FAS

Contact:

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