Faculty and Academic Staff Appointments (FASA)
Review and Approval - Quick Reference Guide

Step 1: Access the form via your email notification

✓ Click on the link to the form in your email message

> *****Transactions can also be accessed via FASA Dashboard page:***
> - *Log into the FASA dashboard at*
>   *https://fasa.stanford.edu*
> - *Find the transactions listed in the dashboard*
> - *Click on the faculty name with embedded link*

✓ Link will open to the **Transaction Summary** review page

Step 2: Review the transaction summary information

✓ Review the information on the transaction summary page for accuracy

✓ To view transaction **Comments** or **Attachments** scroll to the bottom of the page to find those sections

✓ To complete your review click the **Approve** or **Deny** button

Click on the **View/Edit Transaction Detail** button for full transaction details or to modify or return the transaction, add approver or comments