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