

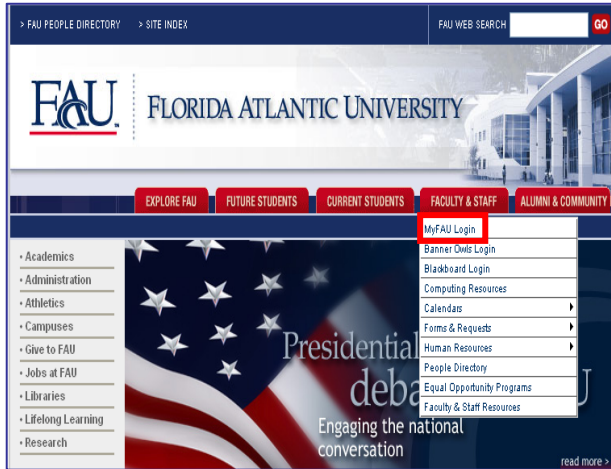


This quick reference summarizes the following steps necessary for faculty and advisors to view a student's unofficial transcript. within FASS on MyFAU.

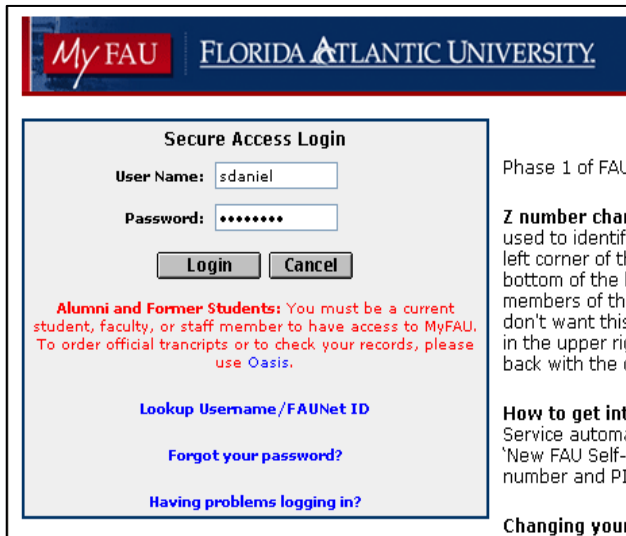
- Log into MyFAU
- Click on FASS
- Enter Student ID or Name

Task: Log into MyFAU

1. To log into MyFAU, go to www.fau.edu.
2. Click on **FACULTY & STAFF** tab.
3. Click on **MyFAU Login**.



4. Enter assigned User Name and Password.
5. Click the **Login** button.



Note: Use this space for your personal notes and comments





Task: Enter into FASS within the FAU Self-Service Channel

1. Click on *FASS* as illustrated below.

The screenshot shows the MyFAU website interface. At the top, there is a navigation bar with 'My Account' and 'Content/Layout' links. Below that, a welcome message reads 'Welcome Daniel, You are currently logged in.' A horizontal menu contains 'Home', 'Library', 'Help', 'My Courses', 'Students', 'Money Matters!', 'Faculty', and 'Staff'. The main content area is divided into several sections: 'My Z Number' (displaying '2000'), 'FAU Self-Service' (with a sub-section for '2007-08 Financial Aid'), 'NEW FAU Self-Service (OWLS)' (with bullet points for students and faculty), 'Order Official Transcripts and View Grades' (where the 'FASS' link is highlighted with a red box), 'Personal Announcements', 'FAU Quick Links', and 'Finding Student E-mail Address'.

Note: Use this space for your personal notes and comments

2. Click on *FASS* as illustrated below.

This screenshot shows a different view of the MyFAU website. It features a 'back to Home Tab' button and a 'FASS' link highlighted with a red box. Below the 'FASS' link, a brief description reads: 'View student schedules, class lists, permits and authorizations. Register students and enter grades.'





3. Enter the student's ID or enter their name, last name followed by a space and all or part of the first name. In this case the student ID is their SSN and not the Znumber. Click the **Search** button.

General Info
Faculty
Advisor

Advise by Student ID or Name: Search for a Student

Enter the student ID or name (all or part of the last name, or the last name followed by a space and all or part of the first name).

Fall 2007

Student ID or Name:

Search

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4. If you entered a name and there are multiple names, as shown below, click in the **Select** circle to select the correct student. Then click the **Continue** button.

Advise by Student ID or Name: Select Student

If the correct student is listed, select the student and then select **Continue**. If applicable (P) denotes a previous name.
If the correct student is not listed, select **Search Again** or choose another term and then select **New Term**.

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[Click here to view the University Grading System](#)

[Search Again](#)

Select	Name	College Degree Major 1	Major 2	Minor 1	Minor 2	Class	Birth Date	Which Advisor?	Status	Send E-mail
<input checked="" type="radio"/>	Pa	BA-BBA-Mgmt. Sm Bus and Enterpenrshp				Junior	04-03-82	Not assigned	Student is active	tparker11@fau.edu
<input type="radio"/>	P	AL-BA-Political Science				Senior	06-21-82	Not assigned	May be activated for term	tparker6@fau.edu

Continue

[Back to top](#)

Note: Use this space for your personal notes and comments





5. The unofficial transcript is displayed.

General Info	Faculty	Advisor
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Unofficial Transcript

PaS

Unofficial Academic Record

Higher Education Institutions:
 BROWARD COMMUNITY COLLEGE Aug 2000 - Aug 2007
 PALM BEACH COMMUNITY COLLEGE Aug 2005 - Dec 2005

Test Scores:
 06-01-06 CLAST DTES=1006, ESSY=6, DTRD=606,
 READ=312, DTEL=1006, ENGL=308,
 DTMT=606, MATH=323
 06-01-99 SAT VERB=390, MATH=470, TOT=860

Current Academic Program:
 Barry Kaye College of Business
 Bachelor of Business Administration
 Major: Mgmt: Sm Bus and Entrepnrshp

Previous Degrees:
 Associate of Arts Dec 15, 2006
 BROWARD COMMUNITY COLLEGE
 Major: Previous Institution major not available

Transfer Credit:
 BROWARD COMMUNITY COLLEGE Aug 2000 - Dec 2000
 CGS 1000 INTRO TO COMP A 3.00
 MAT 1033 INTER ALGEBRA NR# 0.00
 SPC 1024 INTRO SPE COMM B 3.00

Note: Use this space for your personal notes and comments

6. Use the vertical scroll bar on the right to scroll to see the complete student's transcript. The student's current standing, hours and GPA are displayed, as illustrated in the screen shot below.

-----Spring 2007-----

Admitted Program:
 Barry Kaye College of Business
 Bachelor of Business Administration
 Major: Mgmt: Sm Bus and Entrepnrshp

ECO 2013003	MACROECONOMIC PRINCIPLES	B	3.00	9.00
ECO 2023002	MICROECONOMIC PRINCIPLES	C	3.00	6.00

Good Standing

AHRS	EHRS	QHRS	QPTS	GPA		
Current	6.00	6.00	6.00	6.00	15.00	2.500
Annual	6.00	6.00	6.00	6.00	15.00	2.500
Cumulative	65.00	65.00	6.00	6.00	15.00	2.500

Transfer Credit Applied to Fall 2007
 BROWARD COMMUNITY COLLEGE May 2007 - Aug 2007
 SPN 1120 BEG SPANISH I A 4.00

-----Fall 2007-----

ADV 3008001	PRINCIPLES OF ADVERTISING	(3.00)
ISM 3011008	MANAGEMENT INFORMATION SYSTEMS	(3.00)
MAN 3025004	INTRO MGMT/ORGANIZTNL BEHAVIOR	(3.00)

Good Standing

AHRS	EHRS	QHRS	QPTS	GPA		
Current	9.00	0.00	0.00	0.00	0.00	0.000
Annual	9.00	0.00	0.00	0.00	0.00	0.000
Cumulative	78.00	69.00	6.00	6.00	15.00	2.500

-----End of Academic Record-----

7. Click the **Return to Previous** link or the **Back** button to return to the previous web page or click the **back to Home tab** on the top of the web page.



