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](http://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.
Task: Enter into FASS within the FAU Self-Service Channel
1. Click on FASS as illustrated below.

Note: Use this space for your personal notes and comments

2. Click on FASS as illustrated below.
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.

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.

**Note:** Use this space for your personal notes and comments
5. The unofficial transcript is displayed.

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.

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.