


## FEAS Quick Start Guide

- Log in by visiting <http://feas.fsu.edu> and using your myFSU username and password.
- A video guide is available at <http://www.youtube.com/user/fsufeas>.
- A FEAS wiki is available at <https://sites.google.com/site/feasreferencedocumentation>.
- Mouse over chat bubbles for help information! All Function Shortcut Menu items and Tree Editor items have more information. Look for the  icon.
- Not sure what a category or term is? We have a Glossary! Visit [https://feas.fsu.edu/doc/Glossary\\_of\\_Terms.doc](https://feas.fsu.edu/doc/Glossary_of_Terms.doc). (This is also linked from the Reference Documentation page at the bottom of the Function Shortcut Menu.)
- Really want to know more? Reference Documentation has a complete User's Manual as well as a Frequently Asked Questions section. Visit <https://feas.fsu.edu/ReferenceMenu.aspx>.
- Wish you could just import your publications? Check out the "Guides for Importing Publications" under Reference Documentation.
- Confused by the Teaching Summary Report or the Research Summary Report? Go to Reference Documentation, FEAS System Documentation.
- Need to know how to finalize? See Reference Documentation, Quick Help Guides and Videos, "Steps to Finalize a CV." Visit [https://feas.fsu.edu/doc/Steps\\_To\\_Finalize\\_a\\_CV.doc](https://feas.fsu.edu/doc/Steps_To_Finalize_a_CV.doc).
- Just need to update your classes or student committees? "Update CV from Available Data Downloads" under the Function Shortcut Menu can help. Visit <https://feas.fsu.edu/UpdateFromFsuDownloads.aspx>.
- Need to change your default name or want a different type of Public CV? These may be updated through "Set Preferences" under the Function Shortcut Menu. Visit <https://feas.fsu.edu/Preferences.aspx>.
- The Public Interface may be found at <http://www.fsu.edu/cvdb>.
- Other questions about FEAS? Contact Tiffany Phillips at [fda-faculty-awards@fsu.edu](mailto:fda-faculty-awards@fsu.edu).