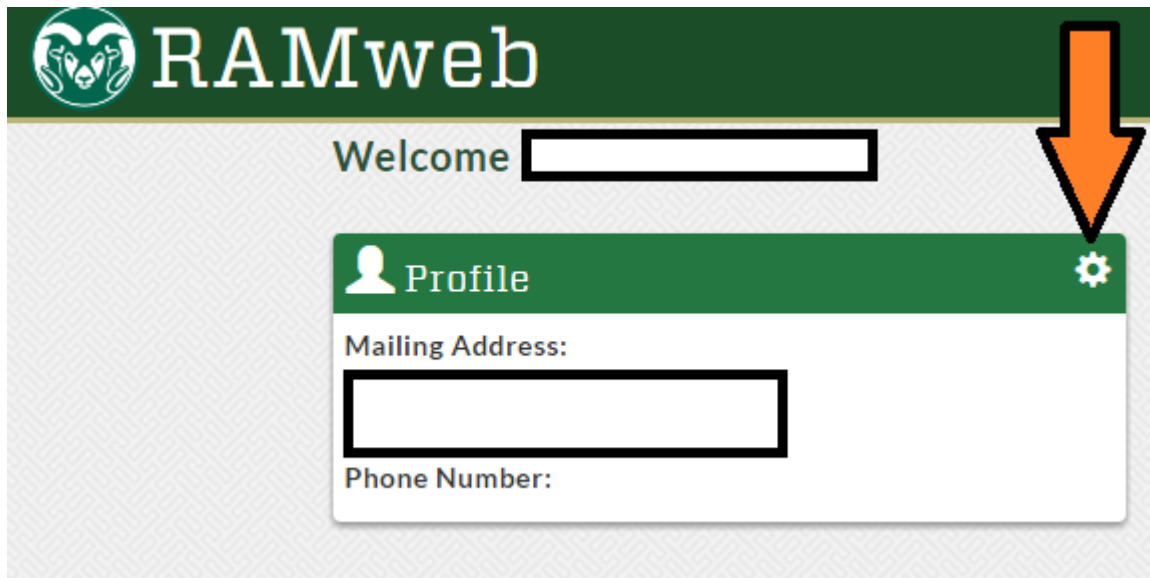
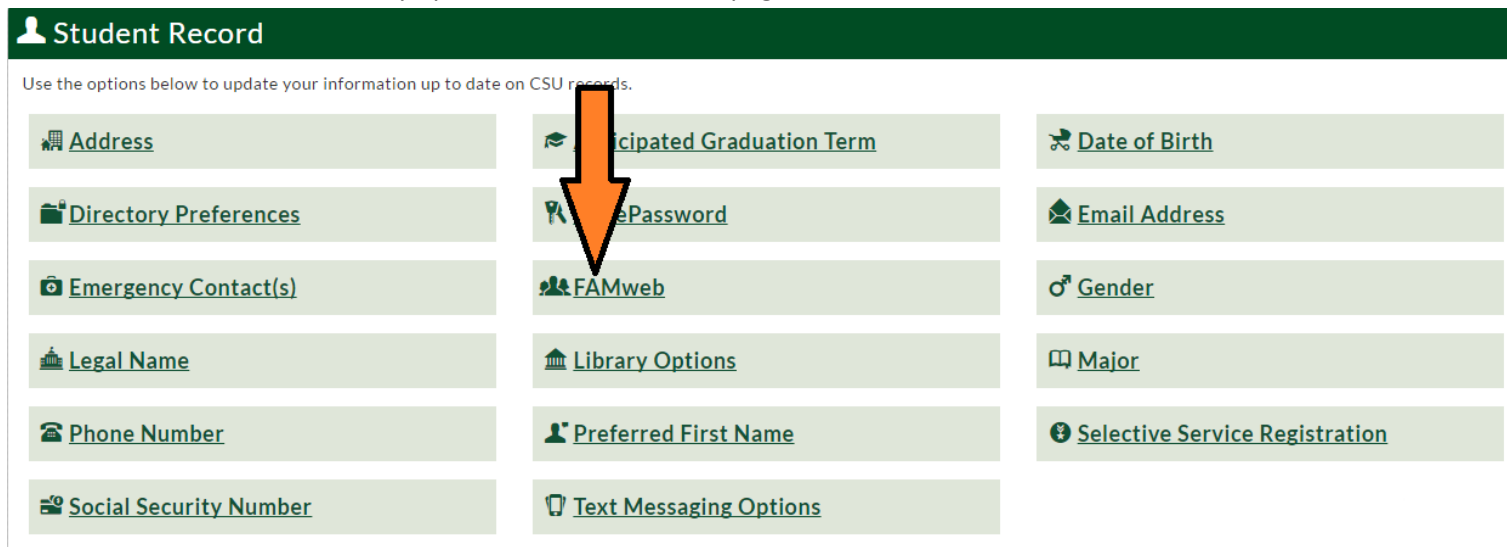


How to Add an Individual to FAMweb:

1. Login to [RAMweb](#) (using your CSU eName and password)
2. Next to the "Profile" heading, **select the "gear" image**



3. **Select "FAMweb"** from the newly opened "Student Record" page



4. "Records Access (FAMweb)" screen will appear, **select "+Add"** to give access to FAMweb

Welcome

[← Back](#)

Records Access (FAMweb) [+ Add](#)

You may grant access to your student records to your parent(s)/guardian(s), other family members, or non-family entities; they will be able to view what you select via [FAMweb](#). Access may be granted to: eBilling information, Tax Information, Financial Aid, the most recent completed semester's grades, unofficial transcript, and weekly class schedule.

Note: The Family Educational Rights and Privacy Act (FERPA) of 1974 grants you, the student, the right to review your education records, to request to amend your record, and to limit disclosure of any portion of your education record. Also, you have the right to grant access to your education records to designee(s) of your choice. Under FERPA, Colorado State University may not act as your agent to grant such access. You have the right and responsibility to choose to grant access to the person(s) you designate in FAMweb. Also, you may elect to withdraw the same access at any time.

5. Complete the all fields in the "Add Person" window, then select "Add"

FamWeb

Add Person

Please enter a new FamWeb user below.

First Name:

Last Name:

Email:


Email (Confirm):

Relationship:

[Add](#)

6. After selecting Add, you will return to the “Records Access (FAMweb)” screen, **select “Edit”** under the information for the individual for whom you would like to grant access.

| Person | Financial Aid | Grades For Last Completed Term | Unofficial Transcript | Weekly Class Schedule | Billing Information | Tax Information |
|----------------------|---------------|--------------------------------|-----------------------|-----------------------|---------------------|-----------------|
| <input type="text"/> | × | × | × | × | × | × |
| Edit | | | | | | |




7. Select the information you would like to share with this individual by using the **checkboxes**, then **select “Submit”**.

FAMweb

You may grant access to your student records to your parent(s)/guardian(s), other family members, or non-family entities by using the checkboxes below.

 Financial Aid
 Grades For Last Completed Term
 Unofficial Transcript
 Weekly Class Schedule
 Billing Information
 Tax Information



8. The “Records Access (FAMweb)” page should now be updated, any information shared with this individual will be noted with a green checkmark, if you need to make any adjustments, return to step 6 of these directions.
9. Log Out of RAMweb, process of granting access to FAMweb is complete. The new user should receive an email confirming that access was granted, encourage this individual to follow the steps to creating a FAMweb account in the email, if an account has not already been created.