Activating Your FAMweb Account:

1. Students begin the process by granting access to FAMweb through their RAMweb account. Detailed student directions can be found here.
2. After a student grants access to FAMweb, new users will receive an email (see image below) from RAMweb@colostate.edu. If you do not receive an email, please ask your student to double-check their RAMweb account and ensure that your email address was entered correctly and that access has been granted. Receiving the email confirms that the process was successfully completed by the student, and also prompts next steps.
3. Follow the link within the email to [http://famweb.colostate.edu](http://famweb.colostate.edu) (see image below) and complete the account creation process.

4. On the right side of the page, click “Create Account”.

5. On the “Create Account” page, enter in needed information (see image below)– please confirm that the email address entered is the one that your student used to grant access through RAMweb.
6. By clicking “Submit”, an email (see image below) will prompt verification of your ownership of this email account. Open the email, click the “Verify Account” link within the email text.

![FAMweb: Please validate your email for your new account](image)

**FAMweb: Verification Required**

Thank you for signing up for an account on FAMWeb!
In order to continue your use of the FAMweb application it is required that you confirm your ownership of this email account by clicking the following link:

[Verify Account](image)

7. Once verification is successful (see image below), return to [http://famweb.colostate.edu](http://famweb.colostate.edu) and log-in on the FAMweb homepage (see second image below), using your email address and newly created password.

![FAMweb](image)

**Verification Successful**

You have successfully verified the account belonging to [redacted].
8. Indicate you have read and agree to the FERPA notice (see image below), then click “Submit”. For more information on FERPA, please see the Registrar’s Office website.
9. Welcome FAMweb! You have now successfully activated your account! The home screen should include your student’s name and items your student chose to share with you (see example image below). If you do not see an item you were expecting to have access to, please contact your student and ask them to check their RAMweb account to ensure the appropriate permissions were granted. Remember, your student can choose to change permissions at any time – if you notice a change in the future, connect with your student for clarification.