My Student has Granted Me Access to FAMweb, What’s Next?

1. Create an account for FAMweb through the Parent and Family Programs website, to begin go to www.colostate.edu and select the “Parents & Family” tab at the top of the page. Please note you should also receive an email stating your student has granted access to the system, if you have not received this email please ask your student to double-check they have granted access. You can also click on the link in the email to start this process.

2. Once on the Parent and Family Programs homepage, select the “FAMweb” option from the list on the left-side of the page.

3. Select “FAMWEB LOGIN”.

   ![FAMWEB LOGIN](image_url)
4. As a first-time user, you will “Create Your Account”, select this option.

5. From the “Create Your Account” page, please enter all information – this includes the email address which your student entered to grant you access to the system, create your password (to be used in the future when logging into the system), and enter a security question should you ever forget your password. Then select “Create Account”.

**NOTE** Anyone who has an active EID may use their first.last@colostate.edu email address and EID password to access this site without creating an account.
6. Once the needed information is completed and “create account” has been selected, an email will be sent to your email address with a Verification CODE and link needed to complete the activation of your FAMweb account. *Please check your email “junk” folder if this email does not appear within a few minutes.*

Click on the link within the email, but be certain to keep the email open, you will need the Verification CODE embedded within the email to finish account activation.

7. The link will take you to the “Login” screen, you are now a **Returning User**, please begin by logging in with your email address and password you just created. Then select “Login”.
8. You will then be asked to "Validate Email", here you will enter the Verification CODE in the email – please note this is case sensitive. If you copy and paste the Verification CODE from the email, please be certain that there is no additional “space” at the end of the code, this will result in an error if left in the box. Then select, “Verify”.

9. You will be asked to "Accept" the Acceptable Use Policy, due to the sensitive nature of information shared through FAMweb.

10. Finally, you will be asked to confirm understanding of FERPA (Family Educational Rights and Privacy Act).
11. Now you will have access to FAMweb. Your screen should include your student's name and all information your student chose to share. If you have any questions about information available or have the need for more information please contact your student.

12. In the future, you will use your newly created log in information – just your email address and password (the verification code is no longer needed) - through the Returning Users option at this link: https://wsnet.colostate.edu/CWIS604/FAMweb/Login.aspx