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

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

<table>
<thead>
<tr>
<th>Person</th>
<th>Financial Aid</th>
<th>Grades For Last Completed Term</th>
<th>Unofficial Transcript</th>
<th>Weekly Class Schedule</th>
<th>Billing Information</th>
<th>Tax Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
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</tbody>
</table>

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

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.