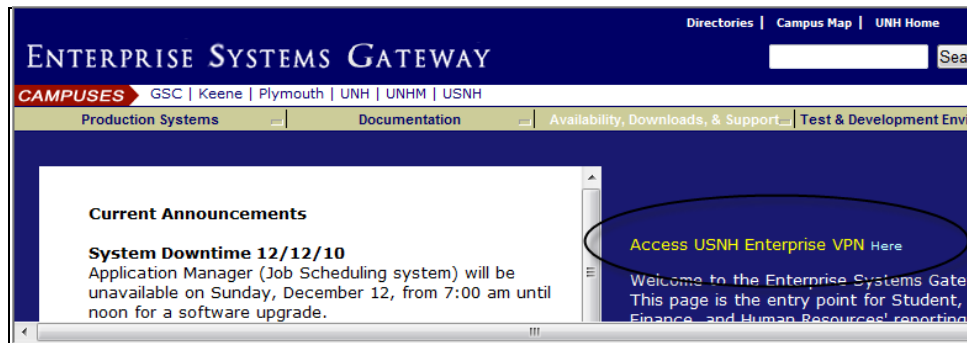


How to View the Electronic Student Folder in Webcat

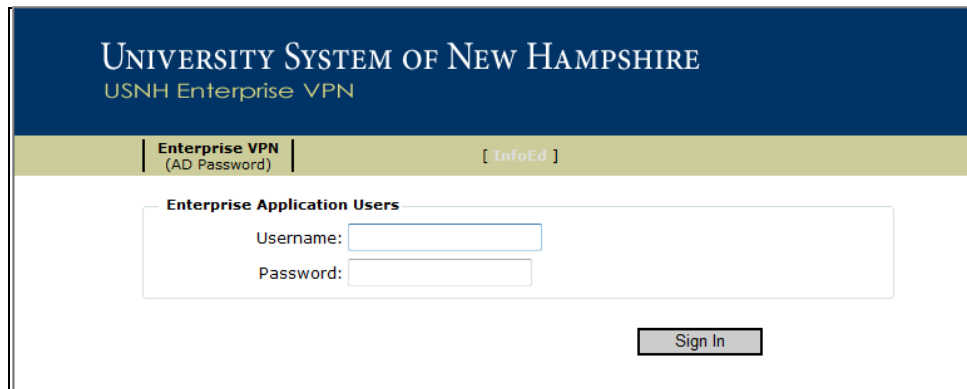
Most student documents currently maintained by the Registrar's Office are now available electronically through Webcat. This folder includes documents such as the student's photo, mid-semester progress reports, grade reports, change of major, credit evaluation, high school transcript, and college transcript.

Follow these steps to find a student's electronic folder:

1. Log into the USNH Enterprise VPN
 - a. Go to the URL <http://www.usnhgateway.org/> and click the Access the USNH Enterprise VPN here link



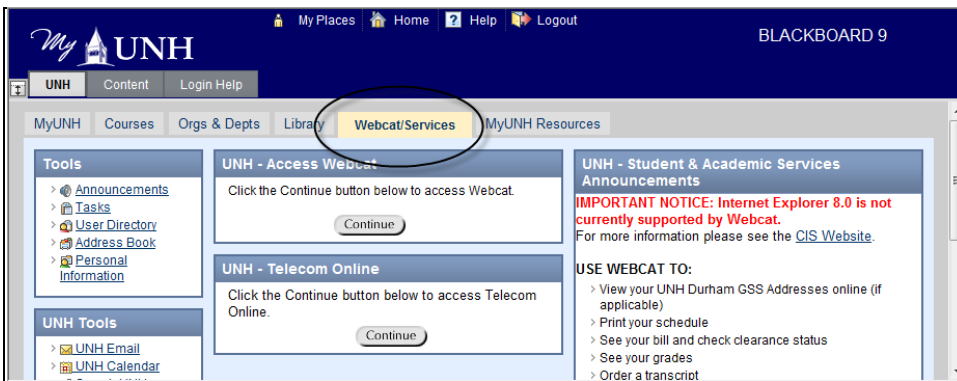
- b. Enter your Exchange/AD username and password to log into the VPN



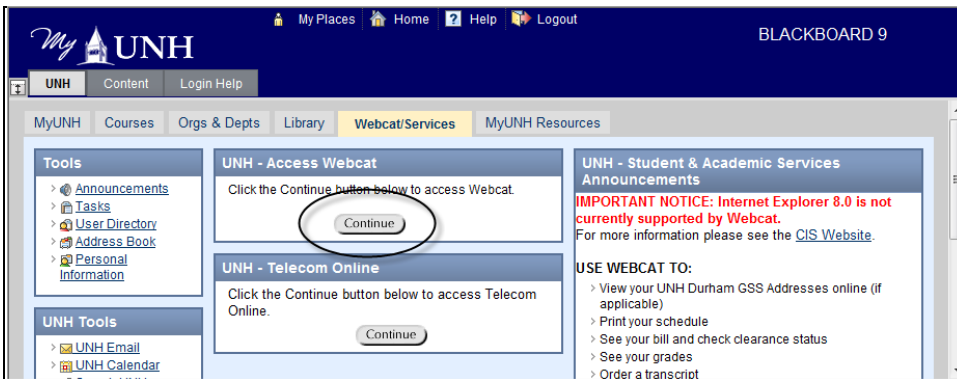
2. Log into Blackboard



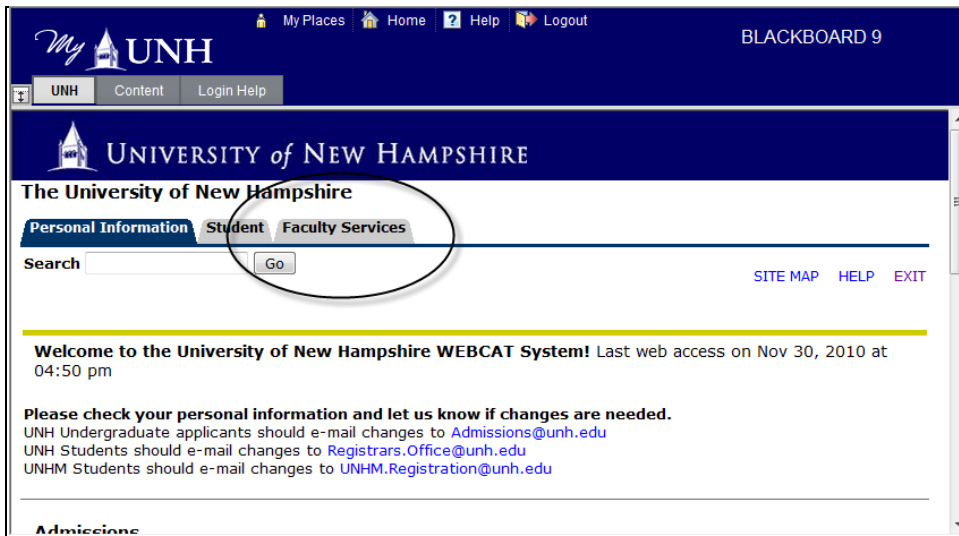
3. Click the Webcat/Services tab



4. In the UNH – Access Webcat section, click the Continue button



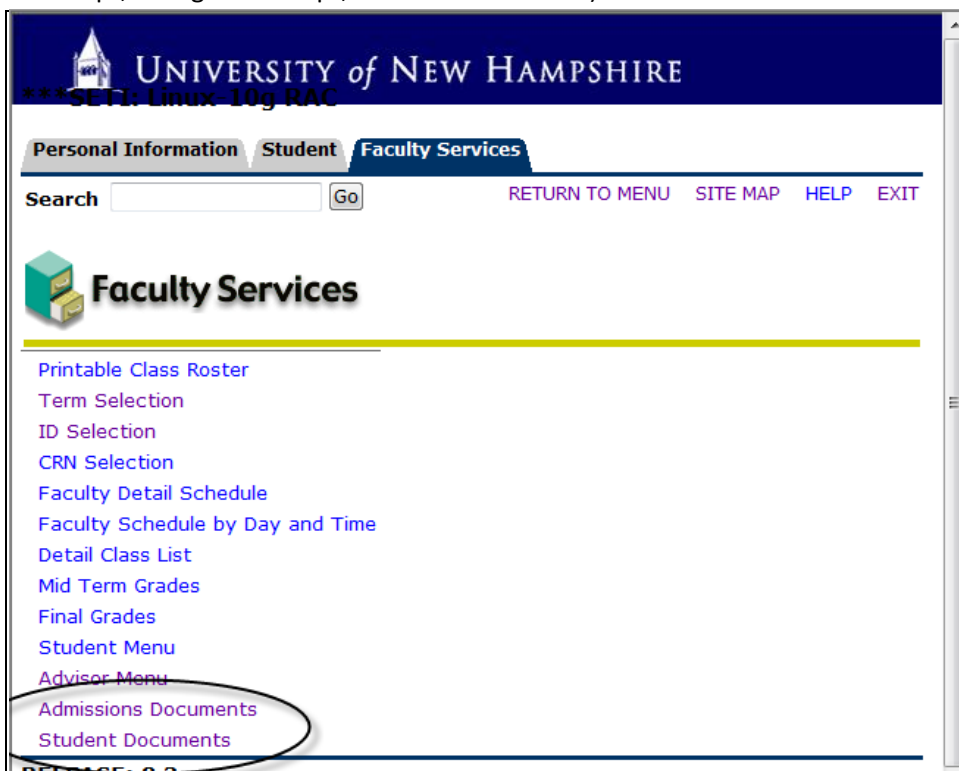
5. Click the Faculty Services tab



6. Select Student Documents (to see photo, grade reports, admissions documents [available after R+30], etc.)

--OR--

Select Admissions Documents (useful during transfer or summer advising, to see the high school transcript, college transcript, or credit evaluation)



7. Select a student

UNIVERSITY of NEW HAMPSHIRE
***SETI: Linux-10g RAC

Personal Information Student Faculty Services

Search Go RETURN TO MENU SITE MAP HELP EXIT

ID Selection

Fall 2010
Dec 08, 2010 01:12 pm

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

8. Select the document description to view the document you would like to see

UNIVERSITY of NEW HAMPSHIRE

Personal Information Student Faculty Services

Search Go SITE MAP HELP EXIT

View Student Documents

Dec 08, 2010 01:14 pm

Information for

The following **Student documents** are available. Click on the document description to view the document(s).

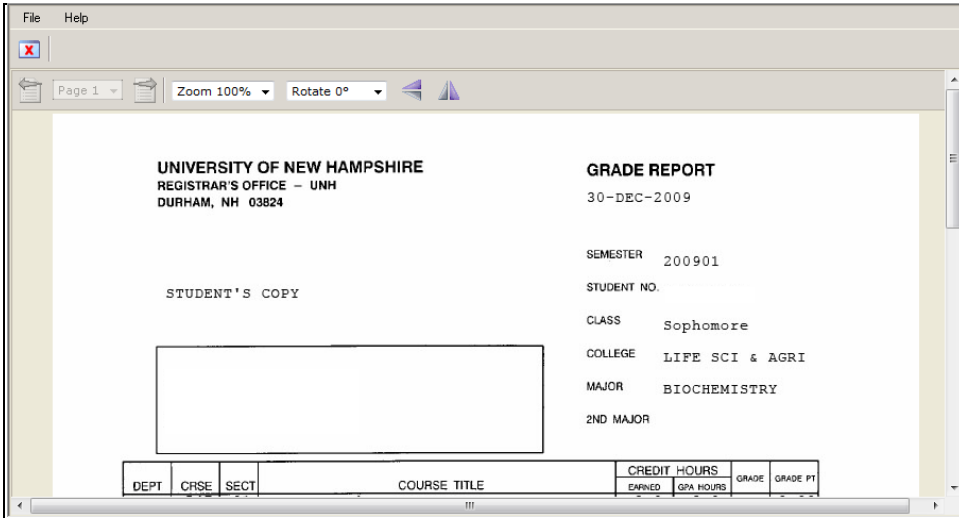
- [College Transcripts](#)
- [Credit Evaluation](#)
- [Grade Report](#)
- [High School Transcript](#)
- [Mid-Semester Progress Reports](#)
- [Photo](#)
- [Student Data Audit](#)

All available Student documents are displayed above. **Admissions** related documents (high school transcript, college transcripts, credit evaluation) may also exist for this student. [CLICK HERE](#) if you would like to to check for these documents.

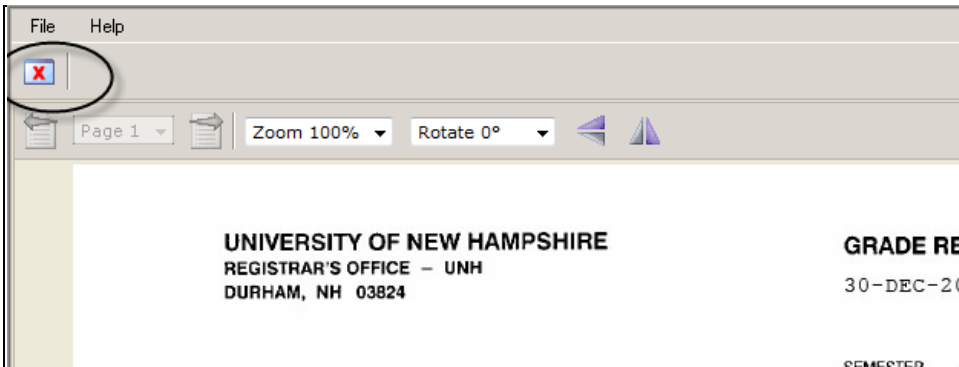
- A list of available documents for that document type appears. Select the appropriate document to view.

ID	TYPE	Term Code	Link
	GRADE REPORT	200902	Display Document
	GRADE REPORT	200901	Display Document

- Another browser window will appear with the document.



- When you are done reviewing that document, close the browser window and return to the list of available documents.



- Select another document to view

--OR--

Click the back button on the browser to return to the list of document types